

**HATTIESBURG  
PUBLIC SCHOOL  
DISTRICT**

**JOB DESCRIPTIONS**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: ACADEMIC COACH**

#### **QUALIFICATIONS:**

1. Bachelor's degree in education and/or related field
2. Master's degree preferred
3. Valid educational license

**SUPERVISES:** N/A

**REPORTS TO:** Supervising Administrator

**JOB GOAL:** Improve instruction by providing assistance to teachers in developing effective teaching strategies for all students.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Provides daily technical support in the areas of curriculum, assessments, data analysis, and technology
2. Serves as a content specialist to assist in the development and implementation of campus instructional plans that align to district goals and curriculum
3. Works with district personnel and campus administration to design and provide professional development focused on improving alignment and delivery of the written, taught and tested curriculum to increase student success and close performance gaps
4. Works with teachers and campus administration to analyze student data, diagnose instructional needs and identify research-based instructional strategies to close achievement gaps
5. Provides job-embedded professional development for teachers through modeling engaging, standards-based teaching as needed
6. Collaborates with district curriculum personnel, campus administration, and teachers to review and develop aligned curriculum components including assessments
7. Provides individual and/or group instructional coaching and mentoring to teachers to improve classroom instruction for all learners
8. Conducts teacher observations and/or walkthroughs and provide feedback that facilitates teacher reflection and growth
9. Works with curriculum specialists, campus administration, and team and/or grade level teachers in planning standards-based lessons and assessments aligned to the district curriculum
10. Manages and distributes instructional resources to teachers and provide training of the use of those resources
11. Encourages and supports the implementation of technology and innovative strategies in the classroom
12. Attends district level training and provide campus level professional development in district initiatives
13. Provides ongoing feedback to campus administration to be used in the teacher evaluation process
14. Assists with the school strategic plan
15. Assists in the development, monitoring and implementation of teacher intervention plans

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16. Assists with the implementation and monitoring of campus and district initiatives
17. Assists in the collection, analysis and response to campus data
18. Attends school and district meetings/trainings as assigned
19. Serves as a member of the campus leadership team as required by building principal
20. Demonstrates prompt and regular attendance
21. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
22. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: ACADEMIC/DEPARTMENT CHAIR**

#### **QUALIFICATIONS:**

1. Bachelor's degree in education and/or related field
2. Master's degree preferred
3. Valid educational license

**SUPERVISES:** N/A

**REPORTS TO:** Supervising Administrator

**JOB GOAL:** The Academic/Department Chair is a coach and mentor to an assigned group of teachers and facilitates.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Plans and facilitates meetings focused on discussion and evaluation of student growth and teachers' use of new instructional strategies
2. Advises and supports team teachers with strategies and instructional skills to meet the specific needs of teachers and students
3. Observes and provides peer assistance and coaching through informal observations
4. Provides the necessary information, encouragement and support for PLC team development
5. Provides demonstration lessons, provide staff development with colleagues by request to include team teaching
6. Assists in developing and implementing standards based curriculum at the team level
7. Assists in analyzing school and teacher/ student achievement data
8. Provides input regarding curriculum and assessment planning at the school-wide level
9. Communicates effectively with colleagues while coaching, listening, teaching, encouraging and demonstrating research-based practices
10. Records attendance at PLC team meetings
11. Provides daily technical support in the areas of curriculum, assessments, data analysis, and technology
12. Serves as a content specialist to assist in the development and implementation of campus instructional plans that align to district goals and curriculum
13. Assists with the school strategic plan
14. Demonstrates prompt and regular attendance
15. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
16. Performs other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: ACADEMIC INTERVENTIONIST**

#### **QUALIFICATIONS:**

1. Certified Classroom teacher
2. Three (3) years teaching experience
3. AA Degree or higher preferred

**SUPERVISES:** N/A

**REPORTS TO:** Supervising Administrator

**JOB GOAL:** To provide academic assistance to students; support and training to school administrators, school site staff, paraprofessionals, and parents in appropriate instructional intervention techniques, and provide support services to individual student(s) and or groups of students

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Provides individual or group support to students as outlined by building principal
2. Develops intervention plans
3. Collaborates and updates teachers and administrators regarding the progress of targeted students
4. Provides training to Teacher Support Team (TST) personnel and teachers on the Multi-Tiered Systems of Support procedures
5. Analyzes unique learning situations and offer alternative problem solutions to teachers and other related staff
6. Meets regularly with the Intervention Team (TST chairs, behavior specialist, principals, and other educational personnel) to influence, motivate, and monitor the outcomes of effective instruction and behavioral management techniques
7. Works with Intervention Teams as they strive to provide intervention suggestions to TST teams, teachers, and parents
8. Gathers and review reports from Intervention Teams regarding progress with the Multi-Tiered Systems of Support and TST referrals
9. Consults with parents and teachers on academic and behavioral needs of students
10. Provides follow-up to determine effectiveness of services and intervention techniques
11. Demonstrates prompt and regular attendance
12. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
13. Performs other duties as assigned

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

**HATTIESBURG SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: ACCOUNTS PAYABLE CLERK**

**QUALIFICATIONS:**

1. High School graduate
2. Strong organizational skills
3. Ability to multitask
4. Experience in secretarial and bookkeeping procedures
5. Ability to operate a computer and enter data

**SUPERVISES:** N/A

**REPORTS TO:** Chief Financial Officer

**JOB GOAL:** Prompt and accurate handling of all purchasing/accounts payable matters

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Interacts between Business Office and other departments for all accounts payable information
2. Maintains purchase order records in orderly sequence which facilitates location of a particular order
3. Provides “purchase order follow-up” both with vendors and within the District
4. Responsible for “encumbering” purchase orders on a weekly basis to provide accurate budget information
5. Inputs completed purchase order into system to provide timely payment of invoices (mid-month and end of month)
6. Prepares purchase orders and claims dockets for Board of Trustees review
7. Reconciles statements submitted by vendors
8. Files paid invoices in a timely fashion
9. Assist other department personnel as appropriate and necessary
10. Demonstrates prompt and regular attendance
11. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
12. Performs other duties as assigned

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**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: ALTERNATIVE CENTER ADMINISTRATOR**

#### **QUALIFICATIONS:**

1. Minimum of AA certificate in Administration and Supervision
2. Five years of successful school administrative experience preferred
3. Evidence of administrative capabilities including, but not limited to previous administrative assignments

**SUPERVISES:** Teaching and classified staff, students, buildings and equipment, instructional and disciplinary programs, building and facilities management, fiscal management, and public relations activities at assigned job site

**REPORTS TO:** Superintendent or designee

**JOB GOAL:** To provide on-site administration and execution of the district goals, educational programs, policies, and regulations; development of school mission, goals and objectives; allocation of financial and human resources within school programs in accordance with budgetary requirements; and facilitation of cooperative community relations to ensure the quality of instruction for all students in a safe and healthy environment.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Administers and submits records and reports as required by the district, State Department of Education, and federal guidelines
2. Devises, implements, and articulates a strategic plan for achieving school goals
3. Attends school board, district, staff, and other meetings and serves on committees
4. Communicates policies, procedures, and expectations to staff, students, and parents
5. Conducts all pupil promotion and retention activities in the school under guidelines established by the district Board of Trustees
6. Coordinates and develops the overall instructional activities and plans within the school in accord with district administrative guidelines/expectations and state accreditation standards
7. Develops programs to include teacher, student, and community input into the decision-making process
8. Encourages publicity of school activities (media releases), prepares and disseminates school bulletins and handbooks
9. Supports and implements the district's instructional management plan and professional development plan
10. Ensures that classroom teachers manage the classroom in such a manner as to facilitate pupil learning
11. Evaluates instruction
12. Formulates (frames) the school's mission and objectives related to district goals
13. Has an organized system of commending staff and students, both individually and collectively, for accomplishment

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14. Informs staff of their duties and responsibilities
15. Inspects the site and reports needs (ensures cleanliness, etc.)
16. Maintains inventories
17. Maintains student discipline
18. Manages and supervises school activities to avoid interruption of the school day
19. Organizes and supervises student services (registration, scheduling, programming, attendance, grade reports, guidance reports, and local, state, and federal reports)
20. Participates in local organizations and groups (such as memberships, presentations, attendance, etc.)
21. Participates in staff development in accordance with state and district guidelines and directives
22. Prepares reports and routine correspondence as necessary
23. Provides a systematic method of collective data on attendance, behavior, course performance, and other academic indicators
24. Provides collegial/collaborative structure for decision making through supportive internal and external relationships (such as P-16 councils, PLCs, PTAs, etc.)
25. Provides for the health, safety, and welfare of staff and students at all times
26. Provides formal opportunities for students, parents, teachers, administrators, business, and professional leaders to give input in planning school performance goals and academic incentives
27. Provides specific training activities to help classroom teachers and support staff improve instructional practice
28. Provides specific training activities to help teachers effectively address school disciplinary problems
29. Purchases supplies and instructional support materials in quantity adequate to carry out the intent of the local instructional management plan
30. Recommends, supervises, and evaluates personnel
31. Supervises extracurricular activities
32. Uses funds properly to maintain equipment and supplies
33. Demonstrates prompt and regular attendance
34. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
35. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**



## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### TITLE: ASSISTANT BAND DIRECTOR (High School)

#### QUALIFICATIONS:

1. Degree in instrumental music
2. Certified in instrumental music
3. Must hold a valid Mississippi teaching license

**SUPERVISES:** N/A

**REPORTS TO:** Band Director and Supervising Principal

**JOB GOAL:** To assist the Band Director in developing each student an appreciation of music; teach techniques of instrumental performance; discover and develop the talents of pupils in the field of music; provide a high quality experience in music and provide for musical growth and expression

#### TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, in addition to the expectations outlined for teachers, but are not limited to:

1. Assists the Band Director with the instrumental music program for grades 6-12
2. Attends all band events
3. Provides student supervision before, during, and after band events and/or activities
4. Helps develop routines for half-time shows, school events, and public service appearances
5. Helps coordinate activities with the color guard majorettes, and other special groups
6. Helps develop and coordinate off-season activities (e.g. summer training clinics, etc.).
7. Provides for band participation at extracurricular events including concerts, football games, basketball games, pep rallies, parades, and community events
8. Assists with the implementation of band trips in accordance with district policy and regulations as well as student interest and ability. Arranges transportation, lodging, and meals for out-of-town events
9. Supports band booster club activities
10. Assists with tryouts for the band; informs administration and participants of final selections
11. Cooperates with the school administration in providing music programs for school productions, graduation ceremonies, and, as appropriate, civic functions that enhance the students' performing experience
12. Assists with preparing students and required documents for District and State auditions and competitions. Assists with making all arrangements
13. Maintains an equipment inventory as directed. Assists with the cleaning and repair of instruments as directed
14. Ensures that equipment is safe to use and available when needed
15. Assists in ordering supplies and materials necessary for band-related activities in accordance with established district procedures and budget allocations
16. Prepares lessons that reflect accommodations for individual student differences
17. Demonstrates prompt and regular attendance
18. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan

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17. Perform other duties assigned by supervisor

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**EVALUATION:** Annually

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## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: ASSISTANT COACH-ALL SPORTS**

#### **QUALIFICATIONS:**

1. Proper certification by the State Department of Education
2. Such other qualifications as may be set by the administration

**SUPERVISES:** Students participating in a particular sport

**REPORTS TO:** Head Coach in conjunction with Athletic Director and Building Administrator

#### **JOB GOAL:**

To assist in providing leadership, supervision and organization of a specific athletic activity and to carry out the objectives to the total athletic program

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Possess overall knowledge of the sport he/she is coaching
2. Possesses the ability to motivate players
3. Conducts himself/herself so as to be above reproach at all times
4. Makes thorough preparation for carrying out his/her responsibilities at all practice/game sessions
5. Seeks to improve his/her coaching techniques
6. Provides input and suggestions in planning practice schedule and game plans each week
7. Shows enthusiasm, pride and hard work during in-season/off-season sessions
8. Is fair, understanding, tolerant, sympathetic and patient with team members
9. Is well-versed and knowledgeable in matters pertaining to his/her coaching assignments
10. Maintains rapport with the coaching staff and players
11. Attends scheduled practices during the off season
12. Maintains suitable conduct toward players and officials at practice and games
13. Is appropriately dressed for practice and at games
14. Shows support for all athletic programs and school sponsored student activities
15. Performs other such duties and responsibilities as the principal and/or athletic director may assign
16. Resignation from coaching responsibilities is a resignation from teaching assignments, unless other determined by district administration
17. Demonstrates prompt and regular attendance
18. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
19. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: ASSISTANT PRINCIPAL**

#### **MINIMUM QUALIFICATIONS:**

1. AA certificate in Administration and Supervision preferred
2. Three to five years successful teaching experience preferred

**SUPERVISES:** As designated by the Building Principal

**REPORTS TO:** Building Principal

**JOB GOAL:** To assist the building principal to carry out the functions as outlined in the job description of the Principal in the interest of providing effective educational programs and experiences for students enrolled in the school, and to attain related goals and objectives of the school district as set by the Board of Trustees. To support learning environment that is conducive to school achievement and safety.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Administers building affairs in the absence of the principal
2. Assists in establishing and maintaining positive community relations
3. Assists in integrating school improvement initiatives and ongoing professional learning
4. Assists in resolution of problems and conflicts as they arise between teachers, students, and parents
5. Assists in the administration of the curriculum, goals and objectives of the school and district, Board of Education policies, and state and federal regulations
6. Assists in the evaluation of instructional and non-instructional staff members
7. Assists in the recruitment of faculty and staff
8. Conducts staff meetings and professional development sessions as directed
9. Coordinate, support, participate, and attend school/parent activities (before, during, and after school)
10. Establishes and maintains proper contact with parents (including home visits)
11. Observes classroom instruction and provide constructive feedback to individual teachers
12. Patrols campus and supervises students
13. Plans, organizes, and directs school activities
14. Keeps the Principal informed of the school's activities and problems
15. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration
16. Interprets and enforces district policies and administrative regulations
17. Maintains positive active relationships with students and parents
18. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students
19. Assumes responsibility for his own professional growth and development through memberships and participation in the affairs of professional organizations; through attendance at regional, state and national meetings; through enrollment in advanced courses and the like
20. Plans and supervises fire drills and emergency preparedness program

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21. Serves as a member of such committees and attends such meetings as directed by the Superintendent/Principal
22. Demonstrates prompt and regular attendance
23. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
24. Perform other duties assigned by supervisor

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: ASSISTANT SUPERINTENDENT - ORGANIZATIONAL SUPPORT**

#### **QUALIFICATIONS:**

1. Mississippi certificate in Educational Administration and Supervision
2. Master's degree in Educational Administration and Supervision; Doctorate degree preferred
3. Five years' experience in educational administration
4. Knowledge of Education Employment Procedures Law and related due process procedures
5. Alternative and supplemental requirements as the Superintendent and the Board of Trustees may find appropriate and necessary

**SUPERVISES:** Shared supervision of all district employees; direct supervision personnel staff, operations, student services and activities, and school resource officers

**REPORTS TO:** Superintendent

**JOB GOAL:** Assist the Superintendent in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services, by using leadership, supervisory, and administrative skills to plan, coordinate, and supervise human resource functions and personnel, develop and communicate policy and procedures to all employees of the Hattiesburg School District. Work closely with consultant and superintendent on yearly revisions and/or additions to the Policies and Procedures Manual for District. Distribute annually to all district administrators and board members.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Ensures district operates in accordance with accreditation process standards
2. Oversees the planning, development, monitoring, updating, and implementation of policies
3. Ensures the annual performance appraisals of personnel are conducted in a timely and appropriate manner
4. Periodically monitors each program supervised with on-site visits and other contact interaction
5. Coordinates and directs all operations of the district's personnel office to include personnel hiring, separation, evaluation, and records management
6. Spearheads employee recruitment efforts to include job announcements, job fairs, and advertisements
7. Updates the job description manual with any newly formed positions and the removal of any old positions
8. Continues professional growth and development through staff development programs, professional meetings, study of professional literature, and/or additional graduate courses
9. Develops and disseminates personnel timeline
10. Conducts substitute teacher trainings and process
11. Responsible for the annual update of the employee handbooks
12. Keep track and handle all personnel complaints and grievances
13. Advise principals, supervisors, and other administrators on personnel issues that arise
14. Attend career and job fairs that are geared toward K-12 education
15. Demonstrates prompt and regular attendance

**APPROVED: July 11, 2019**

16. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
17. Perform other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: CHIEF ACADEMIC OFFICER**

#### **QUALIFICATIONS:**

1. Mississippi certificate in Educational Administration of Supervisors
2. Five years successful administrative and/or supervisory experience preferred
3. Skilled in curriculum development, instructional design, instructional evaluation, staff development, and educational planning
4. Knowledge of Mississippi College and Career Readiness Standards
5. Alternative and supplemental requirements as the Superintendent and Board of Trustees may find appropriate and necessary

#### **SUPERVISES:**

1. Director of Federal Programs
2. Director of Exceptional Children and Health Services
3. Director of Technology
4. Director of Curriculum and Instruction
5. Director of Career Technical Education
6. Behavior and Curriculum Specialists
7. Alternative School Administrator
8. Departmental clerical staff

#### **REPORTS TO:** Superintendent

**JOB GOAL:** Supervise and coordinate the development, implementation, improvement, and evaluation of the district's total instructional program/provide instructional leadership to ensure that district programs keep abreast of educational progress and supports the vision, mission, goals, and beliefs of the District.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Assists the Superintendent in developing, implementing, evaluating, and improving district instructional policies, programs, and procedures to guide and support classroom instruction
2. Provides leadership in the formulation, implementation, evaluation, and upgrading of the District's Instructional Management Plan
3. Provides leadership to maintain continuous and evolving curriculum development
4. Assists school principals and assistant principals in their roles as instructional leaders in their schools
5. Periodically reports the status of all programs to the Superintendent and the Board of Trustees as the Superintendent may request
6. Supervises and coordinates state and regional accreditation processes
7. Develops and implements procedures for selecting state-adopted textbooks and other instructional materials
8. Plans and manages a departmental budget; assists in the development of the district budget
9. Regularly monitors each program supervised with on-site visits and other contact interaction

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10. Provides leadership in the development and implementation of district and state testing programs
11. Assists principals and teachers to make use of new technologies to improve instruction and instructional management
12. Assists principals to plan and implement programs based on identified student needs and resources available for the number of students enrolled
13. Assists school principals in recommending personnel decisions to the Superintendent relative to the employment, assignment, transfer, promotion, discipline, and dismissal of instructional staff
14. Approves supervised personnel, including teachers approved by their principals, to attend professional meetings, conferences, and conventions
15. Evaluates and supervises department heads and principals annually as designated by the Superintendent
16. Chairs various committees having curriculum or instructional charges
17. Reports new program developments and student performance data to the media, PTA(s) and other lay groups
18. Provides professional growth and development through staff development programs, professional meetings, study of professional literature, and information on graduate courses
19. Demonstrates prompt and regular attendance
20. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
21. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: ATHLETIC COORDINATOR/DIRECTOR**

#### **QUALIFICATIONS:**

1. AA certificate in Administration and Supervision (preferred)
2. Experience as a head coach is preferred
3. Ability to work with principals, athletic directors, game officials, the community, and other groups
4. Ability to organize and manage programs of athletics as an integral part of the total educational program of the district
5. Ability to work with all coaches and assist where possible; ability to evaluate the coaches and make recommendations to the principals

**REPORTS TO:** Assistant Superintendent- Organizational Support in conjunction with Secondary Principals

**SUPERVISES:** Athletic Department

**JOB GOAL:** The Athletic Coordinator/Director goals are to provide leadership, organization, and supervision for all athletic/activity programs in the school district.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

1. Serves as chief administrator of all athletic programs of the District; works with administrators in selection and assignment of coaches and athletic staff
2. Evaluates job performance of all head coaches/sponsors in the district with annual written evaluations submitted to principal or his/her designee using documentation as an accurate instrument in evaluation
3. Coordinates and supervises the scheduling of all athletic events in conjunction with building administrators
4. Serves as the liaison between the athletic programs and Hattiesburg Athletic Booster Club, Hattiesburg City Parks and Recreation, and other related groups
5. Serves as liaison between all athletic programs and their respective booster clubs, banquets,
6. Helps organize in-service training programs for high school and middle school athletic staff
7. Prepares and assists in the administration of athletic budget and coaching supplies; processing bills, game gratuities, travel and meal expenses, and legitimate reimbursements for athletic events to accounting office; schedules necessary travel and meal arrangements for athletic teams in the school district
8. Formulates and administers an athletic inventory system
9. Provides for staging home athletic contests for all schools, to include financial arrangements, assignment of field force, necessary maintenance, and promotion of activity
10. Prepares bids in cooperation with Chief Financial Officer for equipment, supplies, uniforms, and athletic programs
11. Ensures that all athletic facilities are kept clean and submits requests for repair or improvement of facilities
12. Arranges details of visiting teams' needs and make necessary arrangements for use of non-school playing fields/facilities

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13. Coordinates sales of individual tickets for all games
14. Meets regularly with high school and middle school personnel to inform them of guidelines related to the overall program
15. Determines and monitors eligibility of each athlete prior to participation in any practice or game
16. Ensures that medical screening for each student athlete has been provided prior to participation in any practice game
17. Establishes an atmosphere that ensures open lines of communication through regular coaches meetings as well as meeting with selected school and community groups
18. Establishes open lines of communication with the community that promote and foster understanding, cooperation, and acceptance of the athletic program in the eyes of the community
19. Ensures that all policies and rules of the National Federation, Mississippi High School Activities Association, State Department of Education, and school administration are updated and enforced
20. Informs all coaches of rules and regulations pertaining to conduct of athletics programs (i.e. handbook, in-service programs, and updates) ensuring that they are thoroughly understood
21. Develops a procedure to notify parents and student athletes of rules/regulations that apply to participation
22. Has knowledge of MHSAA regulations and implements them consistently
23. Enforces rules/regulations with established actions/penalties that are clearly stated and given to parents, student athletes, and coaches
24. Coordinates with school district security personnel to provide for security and parking at athletic events
25. Demonstrates prompt and regular attendance
26. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
27. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: ATHLETIC TRAINER/CERTIFIED ATHLETIC TRAINER**

#### **QUALIFICATIONS:**

1. Board of Certification - Athletic Trainers
2. Mississippi State Dept. of Health - Professional Licensure
3. Maintain 50 continuing education units per two years
4. Thorough knowledge of anatomy and physiology, psychology, hygiene, nutrition, taping, strength and conditioning, flexibility, prevention of injury methodology, and protective equipment
5. Ability to apply diplomacy and get along with others while protecting the athletes' well-being at a level of physical fitness that will enable the athletes to achieve their maximum potential
6. Ability to use specialized medical training, equipment, and techniques such as cardiopulmonary resuscitation, and automatic external defibrillator
7. Communicate effectively with staff, parents, school sites, community, medical personnel, and athletes

**SUPERVISES:** Practicum athletic trainer students from local universities and colleges

**REPORTS TO:** Executive Director of Student Services and Activities/Athletic Coordinator

**JOB GOAL:** To coordinate and administer a comprehensive healthcare program for all student athletes.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

To provide immediate care of injured and to carry out rehabilitation under the direction of medical personnel:

1. Serves as a well-trained healthcare professional who is an integral part of the athletic program.
2. Implements prevention of injury program, immediate treatment, and rehabilitation procedures for the injured
3. Establishes daily hours of operation for the athletic training rooms. Supervises the athletic training rooms, which includes the requisition and storage of supplies and equipment, maintains records and a current inventory of equipment, and assists in the preparation of the annual budget
4. Recognizes the severity of the injury, administer proper first aid, and refers student athletes for the necessary medical attention
5. Develops a plan for emergency healthcare involving student athletes
6. Carries out treatment plan for student athletes and keeps the coach informed of the student athlete's physical and emotional condition
7. Uses knowledge of first aid equipment ranging from bandages and splints to emergency transportation devices to treat student athletes
8. Plans and administers therapeutic, strengthening, and corrective exercises; demonstrates competency in heat and cold therapy, electrical muscle stimulation, ultrasound, and other modalities
9. Implements injury prevention skills such as the building or fitting of protective equipment,

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- taping, and wrapping
10. Counsels student athletes in seeking proper medical assistance for follow-up care and/or surgery
  11. Provides first aid equipment and/or coverage for visiting teams
  12. Receives and reviews each student athletes' Pre-Participation Eligibility Form
  13. Maintains individual records on each student athlete's medical condition throughout his/her eligibility
  14. Maintains records of first aid care rendered for every student athlete who sustains a sports related time loss injury as well as records of progress for all treatment
  15. Conducts in-service programs for the coaching staff in the care and prevention of athletic injuries
  16. Observation of inclement weather and implementation of safety procedures
  17. Demonstrates prompt and regular attendance
  18. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
  19. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: BAND DIRECTOR (High School)**

**QUALIFICATIONS:** Must hold a valid Mississippi teaching license Certified in instrumental music

**SUPERVISES:** Assistant Band Directors under the direction of the building principal

**REPORTS TO:** Supervising Principal

**JOB GOAL:** To develop each student an appreciation of music; teach techniques of instrumental performance; discover and develop the talents of pupils in the field of music; provide a high quality experience in music and provide for musical growth and expression

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, in addition to the expectations outlined for teachers, but are not limited to:

1. Coordinates the instrumental music program grades 6-12
2. Establishes performance requirements, enforces academic requirements, and verify each student's eligibility to participate in band
3. Supports band booster club activities
4. Attends scheduled practices during the off season
5. Organizes and conducts tryouts for the band; informs administration and participants of final selections
6. Cooperates with the school administration in providing music programs for school productions, graduation ceremonies, and, as appropriate, civic functions that enhance the students' performing experience
7. Oversees scheduling and other arrangements for the rehearsals and concerts in cooperation with the building principal
8. Prepares students and required documents for District and State auditions and competitions. Makes all arrangements
9. Maintains an accurate inventory of school-owned instruments
10. Controls the storage and use of school-owned equipment and materials; makes minor adjustments and requests repairs to instruments as required
11. Orders all supplies and materials necessary for band-related activities in accordance with established district procedures and budget allocations
12. Develops and implements plans for the instrumental music program and show written evidence of preparation as required
13. Demonstrates prompt and regular attendance
14. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
15. Perform other duties assigned by supervisor

### **TERM OF EMPLOYMENT:**

Salary and work year to be established by the Board of Trustees

**APPROVED: July 11, 2019**

**EVALUATION:** Annually

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: BAND DIRECTOR (Middle School)**

**QUALIFICATIONS:**

1. Must hold a valid Mississippi teaching license in instrumental music

**SUPERVISES:** N/A

**REPORTS TO:** Supervising Principal

**JOB GOAL:** To develop each student an appreciation of music; teach techniques of instrumental performance; discover and develop the talents of pupils in the field of music; provide a high quality experience in music and provide for musical growth and expression

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, in addition to the expectations outlined for teachers, but are not limited to:

1. Directs the instrumental music program grades 6-8
2. Establishes performance requirements, enforces academic requirements, and verifies each student's eligibility to participate in band
3. Provides for band participation at extracurricular events, including concerts, football games, basketball games, pep rallies, parades, and community events
4. Attends scheduled practices during the off season
5. Complies with federal and state laws, State Board of Education rules, MSHSAA rules, and Board of Education policies
6. Supports band booster club activities
7. Organizes and conducts tryouts for the band; informs administration and participants of final selections
8. Oversees scheduling and other arrangements for the rehearsals and concerts in cooperation with the building principal
9. Prepares students and required documents for District and State auditions and competitions. Makes all arrangements
10. Maintains an accurate inventory of school-owned instruments. Controls the storage and use of school-owned equipment and materials; makes minor adjustments and requests repairs to instruments as required
11. Orders all supplies and materials necessary for band-related activities in accordance with established district procedures and budget allocations
12. Develops and implements plans for the instrumental music program and shows written evidence of preparation as required
13. Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students. accordance with established district procedures and budget allocations
14. Demonstrates prompt and regular attendance

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15. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
16. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**



## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: BEHAVIOR SPECIALIST**

#### **QUALIFICATIONS:**

1. Master's Degree in Behavior Analysis, Clinical Psychology, Behavioral Psychology, Social Work or a related field
2. Knowledge of multi-tiered systems of support and interventions
3. Experience in a related field

**SUPERVISES:** N/A

**REPORTS TO:** Supervising Administrator

**JOB GOAL:** Behavior specialists are responsible for generating in both regular education setting as well as those students implementing programs to effect a change in behavioral and social problems for students eligible for severely emotionally disturbed and autistic programs; (s)he is also available for consultation to school personnel and parents of these students

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Assisting in programs for these students that are consistent with the total educational philosophy and goals of the School Board
2. Continuing professional growth through educational meetings, visiting related facilities, reading professional literature, and exchanging ideas among the district staff
3. Working in coordination with other teachers and administrators in planning and developing the Behavioral Program
4. Working as a team member in the development and implementation of inclusion procedures
5. Conducting workshops, training, in-service presentations, etc. in classroom management techniques and other topics for the purpose of developing skills and establishing effective relationships with special education students.
6. Participating as a team member in the identification of social/behavioral problems
7. Assisting with, implementing, and following up on behavioral management programs for students to affect behavioral and social changes
8. Participating in the development of the individual educational programs for these students
9. Participating as a team member in the evaluation of student progress
10. Assisting other professionals with student crisis intervention
11. Planning and conferring with the classroom teacher(s) of these students as requested concerning any behavioral, social, or personal problems affecting the students
12. Developing and conducting in-service activities regarding techniques for behavioral changes, social, or personal problems of students
13. Assisting the teachers of these students with the development of crisis prevention plans
14. Providing training for paraprofessionals with the programs in the areas of behavior management skills and affective education
15. Coordinating and conducting individual parent education and counseling sessions with the parents

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of these students

16. Assisting parents in locating and obtaining community resources which are available to these students and their families
17. Updating and maintaining information concerning parent training
18. Assisting in developing and maintaining home-school relations in crisis situations with these students
19. Completing reports for appropriate local and state educational agencies
20. Assisting with the development and maintenance of program evaluation procedures
21. Assisting with case-management and team problem-solving with other behavioral specialists, agency personnel, and other appropriate professionals on a regular basis
22. Demonstrates prompt and regular attendance
23. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
24. Performs other duties as assigned

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: BUS AIDE/MONITOR**

#### **QUALIFICATIONS:**

1. High school diploma or other comparable amount of training or experience
2. Other requirements as deemed necessary for specific district need(s)
3. Be able to obtain and maintain CDL Drivers License

**SUPERVISES:** N/A

**REPORTS TO:** Transportation Supervisor

**JOB GOAL:** Perform responsible support work assisting with the transportation of pupils with transportation needs to and from school, providing help to the school bus driver; securing passengers in their seats; assisting students boarding and leaving the school bus

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Assist students on and off buses
2. Ensure that all student passengers, including those in wheelchairs and braces, are properly secured in their assigned seats or wheelchair slot
3. Assist in controlling student behavior
4. Tend to the special needs and conditions of each student
5. Learn bus routes, schedules, and pickup points
6. Assist substitute drivers with directions
7. Keep abreast of route and bus stop changes and student day care arrangements
8. Assist drivers in conducting bus evacuation drills
9. Assist drivers in maintaining a clean bus interior
10. Demonstrates prompt and regular attendance
11. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
12. Perform other duties assigned by supervisor

#### **TERM OF EMPLOYMENT:**

Salary and work year to be established by the Board of Trustees

#### **EVALUATION:**

Annually

\*May be in conjunction with primary position

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## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: BUS DRIVER**

#### **QUALIFICATIONS:**

1. Must be 18 Years of Age, valid school Bus Driver's Certificate issued by MS Department of Education Approved Instructor
2. Possess or be willing to obtain a Class B Commercial Driver's License with a "P" and "S" endorsement
3. Have at least 20/40 Corrected or Uncorrected Visual Acuity in each eye
4. Have an acceptable driving record with no convictions deemed disqualifying under the MS Commercial Driver's License Law, Sections 63-1-73 through 63-1-90, MS Code as Amended
5. Demonstrated sufficient strength, agility, hearing, and visual acuity to exercise safe control over the school bus and passengers at all times
6. Negative result from Pre-Employment Drug Test
7. MVR Motor Vehicle Record Performed on file before employment.

**SUPERVISES:** N/A

**REPORTS TO:** Transportation Supervisor

**JOB GOAL:** To provide safe and effective transportation so that students may take full advantage of the complete range of curricular and extracurricular activities offered by the District.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Obeys and observes all traffic laws and mandatory safety regulations for school buses
2. Maintains discipline when students are on bus and reports disorderly conduct to the Transportation Supervisor promptly using the school bus conduct form
3. Discharges students at authorized stops only
4. Keeps assigned schedule
5. Keeps assigned school bus clean
6. Transports authorized students only
7. Performs daily pre-trip inspection of school bus
8. Notifies the mechanic in case of mechanical failure
9. Immediately reports all accidents and completes the required accident reports
10. Exercises responsible leadership when on a school trip
11. Exercises good conduct and courtesy to other motorists and members of the community
12. Successfully completes the district staff development program
13. Demonstrates prompt and regular attendance
14. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
15. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**APPROVED: July 11, 2019**

**EVALUATION:** Annually

**HATTIESBURG SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: BUS MECHANIC ASSISTANT/SHOP HELPER**

**QUALIFICATIONS:**

1. Must be 18 Years of Age, valid school Bus Driver's Certificate issued by MS Department of Education Approved Instructor
2. Currently possess or be willing to obtain a Class B Commercial Driver's License with a "P" and "S" endorsement
3. Have at least 20/40 Corrected or Uncorrected Visual Acuity in each eye
4. Have an acceptable driving record with no convictions deemed disqualifying under the MS Commercial Driver's License Law, Sections 63-1-73 through 63-1-90, MS Code as Amended
5. Demonstrated sufficient strength, agility, hearing, and visual acuity to exercise safe control over the school bus and passengers at all times
6. Negative result from Pre-Employment Drug Test
7. MVR Motor Vehicle Record Performed on file before employment.

**SUPERVISES:** N/A

**REPORTS TO:** Transportation Supervisor

**JOB GOAL:** To assist the Mechanic and Transportation Supervisor in ensuring the safe operation of all motor vehicles within the district through proper care and maintenance.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Conforms to all state laws and regulations regarding school transportation
2. Maintains safety standards regarding the operation of all district vehicles
3. Assists the Mechanic and Transportation Supervisor in the repair, care and maintenance of all district vehicles
4. Assists the Mechanic and Transportation Supervisor in processing requests for the loan of all school vehicles concerning extracurricular activities
5. Provides assistance to the Mechanic and Transportation Supervisor in any other duties assigned in fulfilling the responsibilities necessary to ensure the safe operation of the district transportation system
6. Serve as bus driver as needed
7. Demonstrates prompt and regular attendance
8. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
9. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG PUBLIC SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: CARPENTER**

#### **QUALIFICATIONS:**

1. High School Graduate
2. Trade School Graduate desirable
3. Knowledge of the standard practices, methods, materials and tools of the carpenter trade
4. Knowledge of properties, uses and adaptabilities of different kinds of woods and other building materials
5. Knowledge of hazards and safety precautions of the trade
6. Skilled in the use of tools, materials, and equipment of the trade
7. Skilled in operating hand saw, planer, jointer, shaper, table saw, wood lathe, drill press, sanding machine, router, electric drill and other tools and equipment of the trade
8. Ability to work from specifications and blueprints
9. Ability to climb ladders, build and climb scaffolds and work from either
10. Ability to drive and operate a motor vehicle
11. Ability to get along with people
12. Valid Mississippi driver's license preferred

**SUPERVISES:** N/A

**REPORTS TO:** Facility and Maintenance Supervisor

**JOB GOAL:** To provide efficient, safe customer service to all sites to support an environment conducive to learning

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Repairs and replaces windows, doors and building hardware throughout the school district
2. Repairs and maintains locks, door closers, panic hardware and window opening mechanisms
3. Constructs, repairs and maintains tables, cabinets, counters and flooring
4. Repairs, replaces and maintains acoustical ceilings, covered walkways and venetian blinds
5. Protects and maintains tools and equipment
6. Follows safety codes and regulations
7. Demonstrates prompt and regular attendance
8. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
9. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: CASE MANAGER**

#### **QUALIFICATIONS:**

1. A valid Mississippi (A) License in Special Education or a related field
2. AA administrative licence preferred
3. Demonstrates the academic progress of students under his/her leadership and articulate the methods used to achieve those results
4. Knowledge of data driven instructional practices
5. Experience with student progress monitoring related to Individualized Education Plans and Multi-tiered Systems of Support
6. Experience in co-teaching settings
7. Ability to work cooperatively and positively with student's, parents/guardian
8. Ability to work collaboratively
9. Has knowledge of special education process
10. Has knowledge and basic understanding of children with disabilities
11. Have skills to document and report proceedings in compliance with special education regulations

**SUPERVISES:** N/A

**REPORTS TO:** Director of Exceptional Children and Health Services or Supervising Administrator

**JOB GOAL:** An individual appointed to insure compliance with State and Federal regulations by ensuring the completion and accuracy of all aspects of the assessment, IEP Development and placement process for a child referred for a comprehensive assessment

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Assist professional staff in the identification of learning disabilities, development of planned remediation and evaluation of student progress
2. Assist in the development and implementation of student behavior management programs; communicate with teachers and other involved personnel regarding behavior management programs
3. Participate in building special education team meetings to facilitate ongoing and open communication with all team members regarding ongoing and upcoming needs related to evaluation and IEPs
4. Complete case management documentation verifying timelines met in accordance with MDE regulations
5. Serve as a member of the district eligibility team
6. Review eligibility determinations for all students moving in
7. Review all initial referrals and requested re-evaluations and track the comprehensive assessment process
8. Staff students daily with district assessment team
9. Assign, track and review all mandated 3 year re-evaluations

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10. Make and track psychometrist assignments by school
11. Complete integrity checklist for comprehensive evaluations
12. Review and track all speech language initials and re-evaluations
13. Provide support/training for SPED teachers in the Hattiesburg Public School District
14. Participate in MDE training to stay current on regulations
15. Serves as liaison and attend meetings with area health, vocational rehabilitation, human services, Head Start, and other agencies to serve students with disabilities
16. Demonstrates prompt and regular attendance
17. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
18. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**



## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: CHIEF FINANCIAL OFFICER**

#### **QUALIFICATIONS:**

1. Must either hold or be eligible to acquire a license as a School Business Administrator in accordance with State Board Policy Chapter 71, rule 71.2
2. Master's Degree in accounting or business administration preferred
3. Five years successful accounting experience with multi-million dollar accounts
4. Proficient in the use of computer technology for accounting and other budget administration tasks
5. Extensive knowledge of the principles, methods, techniques, practices, and mandated accounting system of budget administration and budget planning operations for Mississippi school districts
6. Understand and be able to articulate the basic principles of fund/governmental accounting
7. Ability to plan, assign, and direct a staff
8. Ability to communicate effectively with supervisors, the school board, department heads, city officials, and other school employees and lay persons both verbal and written

**SUPERVISES:** Business office staff

**REPORTS TO:** The Superintendent, for limited purposes, to the Assistant Superintendent

**JOB GOAL:** To support and enhance the educational mission of the school district through careful planning, sound fiscal management and effective budget administration (following proper procedures, meeting deadlines, leaving clear audit, balancing accounts, etc.)

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Serves as a resource for and participates in the development of annual and long-range educational plans for the school district
2. Plans and causes to be developed software programs to support accounting and other departmental procedures
3. Assists the Superintendent to develop the annual operational budget; prepares the annual budget as required by law meeting all mandated deadlines. Monitors and amends budget throughout the fiscal year
4. Collects and makes available tax and other fiscal data needed for district planning purposes
5. Calculates and prepares in accordance with all statutory guidance the annual Ad Valorem tax request for funds
6. Ensures that all funds are received and deposited in an approved depository
7. Maintains various required accounts to comprehend and to account for all funds
8. Implements and maintains the state required Chart of Accounts for school districts
9. Maintain the general ledger of the district in a timely and accurate manner
10. Prepares and submits for board approval each month all financial reports as required by state statute
11. Prepares and submits to the State Department of Education budget reports and budget information as required and all other required reports in advance of deadlines

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12. Invests surplus or currently unused funds in accordance with Mississippi law; maintains current knowledge of cash flow
13. Serve as district purchasing agent, manage district purchasing in accordance with all applicable statutes and with board policy
14. Efficiently implements computer software programs to accomplish numerous financial management and accounting tasks
15. After Board authorization, releases payment of funds in accordance with policy
16. Maintains complex financial records and makes periodic and special financial reports in addition to monthly required financial reports
17. Ensures compliance with various local, state, and federal requirements
18. Supervises retirement program records, reporting, and services
19. Supervises employee insurance programs, records, and services
20. Supervises payroll operations and employee check disbursal
21. Supervises account reconciliation and other control procedures
22. Must be able to implement and monitor a strong internal control system
23. Supervises employee leave accounts and check stub reports for employee checks
24. Supervises classified personnel employed to perform various functions within the department
25. Ensures that staff members are kept current, through appropriate in-service, with the state of the art technology for their operations
26. Provides financial and budgetary data to principals and department heads in a timely manner as a means for developing and maintaining an effective educational program
27. Participates in or initiates the formation of financial and budgetary policies intended to strengthen and improve program performances
28. Provides information to supervisors for decision making regarding employee fringe benefit programs
29. Advises supervisors regarding legal complications involving financial transactions
30. Attends school board and local community meetings as well as school district, regional, and state professional meetings
31. Makes formal and informal reports and presentations to appropriate audiences
32. Adjusts departmental processes and/or functions based on data derived from evaluation
33. Utilizes appropriate instruments and processes to evaluate the performance of assigned personnel
34. Manages and advises Superintendent on all school district debt issue and payment
35. Manages and supervises the accounting for district Fixed Assets
36. Contracts with auditors and is responsible for making sure that an annual financial audit is performed and that all recommendations and/or adjustments are appropriately answered and implemented
37. Manages monthly request for funds from federal grants and other reimbursable programs
38. Works with federal programs monitoring visits to supply needed information
39. Demonstrates prompt and regular attendance
40. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
41. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: CHIEF SCHOOL RESOURCE OFFICER**

#### **QUALIFICATIONS:**

1. Good physical health
2. Good supervisory skills
3. Meet Mississippi State Law Certification and State Law Enforcement Criteria
4. Good organizational and communication skills (oral and written)
5. Such other qualifications as may be set by the administration

#### **SUPERVISES: NA**

#### **REPORTS TO: Superintendent or designee**

**JOB GOAL:** To provide a safe and secure learning environment for all students and personnel of the Hattiesburg Public School District and work to enhance the relationship between law enforcement and the Hattiesburg Public School District community.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Conforms to all state laws and regulations regarding law enforcement
2. Recruits and supervises all law enforcement personnel hired by the School District to assist in carrying out the duties of this office
3. Responsible for supervision of crowd control at all sporting events and extracurricular activities
4. Responsible for background checks of all intended employees
5. Responsible for checking affidavits of students living within the district
6. Responsible for checking affidavits of students living outside the district
7. Responsible for directing traffic flow around schools when needed
8. Develops and maintains an office friendly program in the School District
9. Attends all required meetings
10. Responsible for investigating any acts of theft, violence, or other acts that disrupts the operation and decorum of the schools
11. Administers the budget for the Hattiesburg School District Police Department
12. Develops recommendations for future needs and improvements concerning district safety and security
13. Submits all reports as required by the Hattiesburg School District and the State of Mississippi
14. Keeps current any and all certification standards as required by the Hattiesburg School District and the State of Mississippi
15. Administers routine drug inspections throughout the school district with the district and local K-9 units
16. Administers drug education seminars throughout the district (at least one per month)
17. Responsible for NCIC
18. Complete the 40 hour MDE school Resource officer training after being hired to work for the Hattiesburg Public School District

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19. Hattiesburg Public School District and work to enhance the relationship between law enforcement and the Hattiesburg Public School District community
20. Demonstrates prompt and regular attendance
21. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
22. Performs other duties as assigned

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: CHILD NUTRITION ASSISTANT/SUBSTITUTE CHILD NUTRITION ASSISTANT**

#### **QUALIFICATIONS:**

1. Demonstrated aptitude or competence for assigned responsibilities
2. Knowledge of basic kitchen skills, sanitation knowledge, and excellent personal hygiene are required to perform multiple tasks
3. Ability to follow written and verbal instructions with the goal of providing students attractive and nutritious meals according to standardized recipes
4. Ability to demonstrate excellent customer service with students, staff, parents, community, and school visitors

**REPORTS TO:** Director of Child Nutrition

**JOB GOAL:** To provide the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and friendliness.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

1. Any one position may not include all of the listed duties nor do all of the listed examples include all tasks which may be found in positions with this classification
2. Prepares and serves food in a professional manner
3. Reports to work on time and follows time clock procedures to document exact reporting and departure times
4. Notify the child nutrition manager in a timely manner when unable to report to work
5. Complies with the procedures governing the removal of food from the premises
6. Abides by safety and sanitation regulations that are established by federal, state and local authorities
7. Maintains daily records of food withdrawn for inventory purposes and food production records
8. Prepares sufficient quantities of food by using standardized recipes
9. Maintains a clean work station and assists in afternoon cleanup and other related jobs as required
10. Establishes and maintains effective work relationships with school personnel, students and public
11. Abides by uniform and hair net requirements
12. Utilizes accurate portion control in preparing food
13. Works cooperatively towards providing the most attractive and nutritious meals to all students
14. Follows correct procedure for money collection (cashier)
15. Verifies amounts of monies received and credit to proper category, teacher meals and extra food sales. (cashier)
16. Records meal numbers and ensures each student receives a reimbursable meal (cashier)
17. Has cashier station set up prior to meal serving time and has adequate supplies to meet necessary needs (cashier)
18. Responds quickly to exchanges of monies and is efficient, competent and honest (cashier)
19. Cleans cafeteria equipment including refrigerator, dishwasher, stove, oven racks, maintains clean service and storage areas; defrosts, cleans and fills milk boxes, scrubs pots and pans; maintains

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clean dish washing area and stores clean equipment and utensils; washes, dries and folds dish towels; cleans and sanitizes dining room counter tops, tables and chairs after each meal; sweeps and mops food prep area, and dish room floors; empties food prep area and dish room trash cans and disposes of trash; cleans and fills napkins, silverware and condiments holders; cook, prepare, and serve food in a timely manner; assists in unpacking and storing food deliveries in proper places; breaks down cardboard boxes; prepares and sets out serving trays, condiments, cups and plates for meals; lifts and carries food cartons, garbage bags and serving containers; verifies equipment is turned off and locks up areas at the end of day

20. The usual and customary methods of performing the job functions require the following physical demands: significant lifting, carrying, pushing and/or pulling, some climbing, balancing, frequent stooping, kneeling, crouching and/or crawling and significant fine finger dexterity. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury or illness
21. While performing the duties of the job, the employee is regularly required to sit, to stand, to walk, to go up and down stairs, to carry objects, to reach above the head and to bend and reach below the waist to operate foot and hand controls, and to write. The employee must frequently lift and/or move thirty (30) to fifty (50) pounds. This position requires accurate perceiving of sound, near and far vision, and depth perception
22. Demonstrates prompt and regular attendance
23. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
24. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG PUBLIC SCHOOL DISTRICT JOB DESCRIPTION

### TITLE: CHILD NUTRITION MANAGER/ASSISTANT MANAGER

#### QUALIFICATIONS:

1. High school diploma or GED
2. Child Nutrition Manager Certification through Mississippi Department of Education
3. ServSafe Certification through the National Restaurant Association
4. Demonstrated aptitude or competence for assigned responsibilities
5. Knowledge of Food Safety, workplace safety, and operating equipment
6. Knowledge of basic math is needed to quantify food for preparation and handling
7. Ability to: understand written procedures and schedules
8. Ability to: keep supporting records as required
9. Train, coach, and supervise personnel in the proper operation of a commercial kitchen
10. Ability to Relate with children; demonstrate excellent customer service with students, staff, parents, community, and school visitors

**Supervises:** Child Nutrition Assistant/Substitute Child Nutrition Assistants

**Reports To:** Director of Child Nutrition

**Job Goal:** To ensure the smooth and efficient operation of the Child Nutrition Department for the ultimate health, comfort and benefits of the students

#### Typical Duties and Responsibilities:

1. Reports to job location at specified time as designated by the Child Nutrition Director and the Superintendent
2. Plans and directs the preparation and serving of all food in the cafeteria
3. Assumes responsibility for the security of food and supplies. Complies with the procedures governing the removal of food from the premises
4. Supervises the storage and care of food supplies
5. Assumes responsibility for the security of revenue for child nutrition services until it has been deposited at the bank
6. Assures that menus developed by the Child Nutrition Director are followed without deviation with the exception of nutritionally equivalent substitutions and maximum utilization of USDA foods
7. Assigns, directs, plans and supervises the work of child nutrition employees and maintains harmony among personnel
8. Submits personnel time reports as required by the Child Nutrition Director
9. Plans work schedules and arranges for substitutes when required
10. Processes required paperwork on a daily, weekly, and monthly basis to maintain program accountability
11. Instructs new employees in performing their assigned tasks
12. Evaluates the performance of all child nutrition assistants
13. Directs sanitation procedures, posts sanitation certificates, and follow all health department regulations

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14. Plans, inspects, directs and supervises cleaning schedules for all areas of the cafeteria
15. Assumes responsibility for checking that all equipment in the cafeteria is in safe working condition and notifies the appropriate authority when repairs or replacements are needed
16. Receives food and supplies and maintains inventory records on goods received and used
17. Reports immediately to the Principal or Child Nutrition Director any problem or accident occurring in the kitchen or cafeteria premises
18. Assumes responsibility for the opening and closing of the facility and performs related duties as required
19. Assumes responsibility for charting daily temperatures on all food and refrigeration equipment
20. Maintains attractive bulletin boards, emphasizing nutrition education and current holidays
21. The usual and customary methods of performing the job's functions require the following physical demands: Significant lifting, carrying, pushing and/or pulling, some climbing, balancing, frequent stooping. Kneeling, crouching and/or crawling and significant fine finger dexterity. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury or illness
22. While performing the duties of the job, the employee is regularly required to sit, to stand, to walk, to go up and down stairs, to carry objects, to reach above the head and to bend and reach below the waist to operate foot and hand controls, and to write. The employee must frequently lift and/or move thirty (30) to fifty (50) pounds. This position requires accurate perceiving of sound, near and far vision, and depth perception
23. Successfully completes the district's annual staff development program
24. Demonstrates prompt and regular attendance
25. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
26. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**



## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: COLLEGE AND CAREER FACILITATOR**

#### **QUALIFICATIONS:**

1. At least an Associate degree, B.A./B.S. degree in Psychology or related field
2. Strong organizational, written and oral communication skills
3. Experience in clerical related duties
4. Ability to operate a computer and enter data
5. Principles and techniques of employment placement.
6. Informational sources for career and college information
7. Techniques for assessing career interest and aptitude
8. Principles and techniques of making effective oral communications
9. Standard office practices and procedures, including filing and the operation of standard office equipment
10. Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the phone.

**SUPERVISES:** N/A

**REPORTS TO:** Supervising Administrator

**JOB GOAL:** To assure and assist in the smooth and efficient transition of high school students to college and career choices. Assist counseling department in developing and implementing an aligned college and career preparation program. Student goals will be achieved through dual credit, advanced placement, credit recovery, online coursework, daily instruction, early graduation, career readiness coursework, apprenticeships, mentoring, shadowing, clinical rotations, and cooperative work experiences in the community.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Assist with student enrollment, withdrawal, and annual registration
2. Track ACT Campaign efforts and outcomes (Registration and Participation data)
3. Assist Counseling Department Secretary with maintenance of cumulative records
4. Assists students in evaluating and/or implementing career, educational and employment proposals and decisions with an emphasis on assisting students with collaborating with colleges, universities, military branches, or other post-secondary options as acquired
5. Work with school administrators, staff, local agencies, governmental bodies, and businesses to foster coordination of services and integration with other local educational entities
6. Assist students in obtaining occupational information to aid career and educational planning; to develop an understanding of the world of work; and in selecting personally suitable academic programs and experiential opportunities that optimize future educational and employment options
7. Develop and assist in locating and print resources necessary to accurately assist students
8. Monitor philanthropic websites, reviews trade publications and maintains contact with state and federal agencies that offer funding opportunities
9. Receive and maintain a daily sign in log indicating services provided

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10. Mentor and assist students with preparation activities for job placement
11. Assist with college and career searches and application process
12. Assist students and parents filling out the FAFSA
13. Coordinate recruitment activities, including campus visits and college tour
14. Assist with ACT registration simultaneously connecting students to ACT when they are experiencing technicalities with their accounts
15. Process Transcript and fee waiver requests
16. Answer calls/questions relative to college and career resources and processes
17. Facilitate various manufacturing tours for high school and middle school students
18. Develop audio-visual presentations as necessary
19. Exemplify regular attendance and punctuality
20. Must be able to multitask and collaborate with the public
21. Attend school and district meetings/trainings as assigned
22. Serve as a member of the campus leadership team as required by building principal
23. Demonstrates prompt and regular attendance
24. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
25. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: COMMUNICATIONS AND ENGAGEMENT COORDINATOR**

#### **QUALIFICATIONS:**

1. Bachelor's Degree or equivalent experience in the field of journalism, communications, marketing, community/public relations or related experience
2. Strong organizational, communication, and interpersonal skills; ability to use technology to design and produce district publications
3. Demonstrate skills in writing, editing, and public speaking; knowledge of media relations and public relations functions
4. Ability to implement persuasive marketing/communication strategies

**SUPERVISES:** Print shop staff and operations

**REPORTS TO:** Superintendent

**JOB GOAL:** To coordinate all aspects of district communications, while ensuring accurate flow of information between the district and the public; directs overall publishing of forms and publications necessary to the smooth operation of the district; facilitate positive community relations. This role includes being the implementing effective community engagement strategies to help boost student achievement. This role will also include helping the schools develop and successfully implement community partnerships.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Directs and manages the district's public relations and special projects activities
2. Serves as an information liaison between the school system and the community
3. Serves as point of contact for Quality Learning Task (QLT)
4. Publishes parent/community newsletters (quarterly at a minimum), calendars and other informative documents
5. Monitors and tracks community partners and volunteers
6. Provides the Hattiesburg School District Board of Trustees, through the Superintendent, with current information on special recognition of exemplary employee, student or partner performance
7. Serves as district spokesperson and coordinate media coverage
8. Serves as the district emergency management communications director
9. Prepares press releases and publish articles and photos in local media and other publications
10. Assists school personnel to publicize and promote any performances, exhibitions, displays, or special programs sponsored by the schools
11. Works with HPSD departments to design, prepare, and edit district publications including newsletters, recruitment brochures, programs for special events, and other publications
12. Develops strong relationships with local media
13. Serves as district representative on community committees as required, and participate in campus and district-level decision making processes
14. Ensures that public information activities contribute to the attainment of district goals and

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objectives

15. Coordinates activities with community partners to bring services to students and their families
16. Speaks at civic organization meetings and make presentations to classes, as needed
17. Demonstrates use of appropriate and effective techniques to encourage community and parent involvement
18. Oversees the development, design, and operation of the district's website and social networks
19. Supervises the district social media program and monitors school site social media
20. Serves as the district coordinator for parent involvement activities
21. Assists in the development and publication of reports related to the performance of the district and articulate district goals and objectives
22. Administers the communications/community relations budget and ensure the programs are cost effective and funds are managed prudently
23. Works with Title I Parent and Family Engagement program budget
24. Coordinates Teacher of the Year celebration
25. Provides professional development for the parent involvement program, as needed
26. Maintains confidentiality
27. Demonstrates prompt and regular attendance
28. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
29. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: COMPUTER LAB TA**

#### **QUALIFICATIONS:**

1. High school diploma or equivalent
2. Passing scores on the "WorkKeys" Test or completion of 48 college credits
3. Ability to communicate effectively both orally and in writing
4. Other requirements as outlined by the Board and the Administration.

**SUPERVISES:** N/A

**REPORTS TO:** Principal and designee

**JOB GOAL:** The purpose of this position is to provide instruction and assistance to students engaged in computer learning and instructional activities

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Assists in the general supervision of students in the halls, restrooms, playgrounds, or any other area of the school campus
2. Administers, scores, and records, such achievement and diagnostic tests as the teacher recommends for individual students
3. Works with individual students or groups of students to reinforce learning of material or skills initially introduced by the teacher
4. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities
5. Operates and cares for equipment used in the classroom for instructional purposes
6. Helps students master equipment or instructional materials assigned by the teacher
7. Distributes and collects workbooks, papers, and other materials for instruction
8. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher
9. Assist with the supervision of students as assigned
10. Assists the teacher in materials preparation and in the instructional planning process
11. Attends parent-teacher conferences unless directed otherwise
12. Keeps bulletin board and other classroom learning displays up to date
13. Assists with such group activities as drill work, reading aloud, and storytelling
14. Assists students in the library or media center as needed
15. Checks notebooks, corrects papers and supervises testing and makeup work as assigned by the teacher
16. Checks and records student's attendance
17. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of a fully licensed teacher
18. Provides instruction and assistance to students in the use and application of computer aided learning and instructional software
19. Provides assistance to students in accessing and utilization of computer resources, e.g., learning modules, Internet research

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20. Facilitates computer testing activities; Maintains records and distributes to teachers and parents accordingly
21. Reinforces the rules of the school and learning environment; Acknowledges and encourages appropriate behavior and distinguishes inappropriate behavior for the students' understanding
22. Completes applicable forms, schedules, and instructional reports, as directed
23. Cleans and maintains computers, equipment, and workstations
24. May assist and instruct students in various labs
25. Demonstrates prompt and regular attendance
26. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
27. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: COUNSELOR**

#### **QUALIFICATIONS:**

1. Two years of teaching experience preferred
2. Hold standard teaching license and a master's degree in guidance and counseling

**SUPERVISES:** None

**REPORTS TO:** Principal

**JOB GOAL:** To promote the successful academic, social, physical and emotional development of the student; serves as a liaison among students, parents and school staff to assure the maximum development of the students; assist students in understanding themselves by focusing attention on interests, abilities and needs in relation to home and school

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities that may be assigned, including but not limited to:

1. Develops and implements a guidance program which addresses student and instructional program needs
2. Provides individual and group counseling with students and consultation with parents, teachers, administrators, and agency personnel
3. Interprets test data to students, parents, teachers, administrators and other staff members working with students
4. Plans jointly with teachers' remediation for student problems that interfere with mastery of basic skills
5. Assists students in selecting appropriate educational activities, evaluating their programs, making intelligent occupational choices, and selecting sound courses of action in their lives
6. Provides referral, placement and follow-up assistance when needed
7. Handles record keeping and other routine duties in an accurate and timely manner
8. Serves as school site point of contact for homeless and foster care students
9. Keeps current with information, materials, and concepts relative to satisfactory job performance
10. Works cooperatively with teachers, other counselors, and administrators toward attaining the objectives of the school district
11. Strives for personal and professional growth that will enhance the effectiveness of the total guidance program
12. Continually updates and re-evaluates the guidance program to meet the needs of the school, community, and students
13. Demonstrates prompt and regular attendance
14. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
15. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: CURRICULUM SPECIALIST**

#### **QUALIFICATIONS:**

1. Possess elementary and/or secondary teaching credential and a minimum of three (3) years successful teaching experience
2. Knowledge of Mississippi College and Career Readiness standards
3. Knowledge of evaluation and assessment practices
4. Ability to communicate effectively with staff, parents, school sites, community members and government agencies
5. Ability to coordinate a variety of activities at different sites
6. Ability to provide professional development to staff

**SUPERVISES:** N/A

**REPORTS TO:** Director of Curriculum and Instruction

**JOB GOAL:** To provide leadership and coordination in the ongoing development and improvement of the curriculum and instructional program of the district

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Provides leadership to ensure understanding of the educational program objectives of the district
2. Provides leadership to promote the educational program objectives of the district
3. Provides leadership in monitoring students' progress in obtaining academic goals and measured objectives
4. Works with principals and teaching staff to effect horizontal and vertical continuity and articulation of the instructional program throughout the district
5. Assists in the developments and trends in curriculum and instruction and furnish leadership in determining program direction and improvements to the curriculum and the instructional program
6. Keeps abreast of developments and trends in curriculum and instruction and furnish leadership in determining program direction and improvements to curriculum and instruction
7. Serves as liaison and participate with curriculum leaders at the local, state and/or national level
8. Communicates the district instructional program to the Board of Trustees, the administration, the staff and the general public
9. Engages in assigned research related to education programs
10. Assists in the collection and interpretation of assessment data
11. Assists in the use of data to inform the instructional process
12. Works with the Curriculum and Instruction Department to develop, produce, locate and deliver professional development programs and opportunities, which are consistent with and supportive of the vision and mission of the district and the enhancement of student learning
13. Demonstrates prompt and regular attendance
14. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
15. Performs other duties as assigned

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**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

**HATTIESBURG PUBLIC SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: CUSTODIAN**

**QUALIFICATIONS:**

1. Aptitude and competency for assigned responsibilities
2. Valid Mississippi driver's license preferred

**SUPERVISES:** N/A

**REPORTS TO:** Building principal or designee

**JOB GOAL:** To help maintain the physical school plants in a condition of operating excellence so that full educational use may be made at all times

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times
2. Sweeps classrooms daily and dust furniture and window sills
3. Cleans corridors after school day/during the day when their condition requires it
4. Scrubs, hoses down, disinfects toilet floors, and clean all sanitary fixtures and drinking fountains daily
5. Cleans windows and other glass areas on the inside and outside on a regular
6. Keeps the ground free rubbish
7. Performs such chores as necessary to maintain the school grounds in a safe and attractive condition
8. Protect and maintain tools and equipment
9. Follow safety codes and regulations
10. Demonstrates prompt and regular attendance
11. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
12. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: DATA MANAGER/MSIS PRIMARY**

#### **QUALIFICATIONS:**

1. Bachelor's Degree preferred
2. Knowledge of SAM Spectra and the Mississippi Student Information System (MSIS) district data collection process
3. Ability to review and interpret highly technical information
4. Experience and extensive computer literacy with office productivity software, data exports/imports, and data integration/reporting

**SUPERVISES:** N/A

**REPORTS TO:** Assistant Superintendent- Organizational Support

**JOB GOAL:** To ensure that all data reports required by the Mississippi Department of Education in accordance with Mississippi Accountability Process Standards are submitted accurately and timely. Responsible for maintaining the district's information database system, exporting district data to state department, training and supporting school records' clerks with student data entry and exports, and staying abreast of and communicating state requirements for data entry, collection, and dissemination.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Coordinates MSIS data collection process and transmittal process
2. Inputting school master schedules
3. Provides hands-on training for school site office personnel
4. Resolves discrepancies in information before reports are forwarded to the State Department of Education
5. Assist in developing and editing reporting forms and documents for students' grades
6. Working closely with district personnel office, school records' clerks, and special services department personnel
7. Training records clerks to enter faculty and student data, enter new students, and withdraw students
8. Analyzing data and troubleshooting in the student information database system
9. Exporting data from the student information database system to third party programs/systems for district use
10. Creating reports (*attendance, assessment, enrollment, etc.*) for district reporting and decision-making
11. Releasing students from our district to our districts in Mississippi using the Mississippi Student Information System
12. Installing, maintaining, and upgrading district hardware to support the student information database system
13. Complete and File state and federal reports as assigned (*such Office of Civil Rights*)
14. Demonstrates prompt and regular attendance
15. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan

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16. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: DIRECTOR OF STUDENT SERVICES AND ACTIVITIES**

#### **QUALIFICATIONS:**

1. AA certificate in Administration and Supervision
2. Experience as a head coach is preferred
3. Ability to work with principals, athletic directors, game officials, the community, and other groups
4. Ability to organize and manage programs of athletics as an integral part of the total educational program of the district
5. Ability to work with all coaches and assist where possible; ability to evaluate the coaches and make recommendations to the principals

**REPORTS TO:** Superintendent or designee

**SUPERVISES:** Athletic Department

**JOB GOAL:** The Director of Student Services and Activities goals are to provide leadership, organization, and supervision for all athletic/activity programs in the school district. Resolve issues related to student enrollment and due process.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

1. Serves as chief administrator of all athletic programs of the District; works with administrators in selection and assignment of coaches and athletic staff
2. Evaluates job performance of all head coaches/sponsors in the district with annual written evaluations submitted to principal or his/her designee using documentation as an accurate instrument in evaluation
3. Coordinates and supervises the scheduling of all athletic events in conjunction with building administrators
4. Serves as the liaison between the athletic programs and Hattiesburg Athletic Booster Club, Hattiesburg City Parks and Recreation, and other related groups
5. Serves as liaison between all athletic programs and their respective booster clubs, banquets,
6. Helps organize in-service training programs for high school and middle school athletic staff
7. Prepares and assists in the administration of athletic budget and coaching supplies; processing bills, game gratuities, travel and meal expenses, and legitimate reimbursements for athletic events to accounting office; schedules necessary travel and meal arrangements for athletic teams in the school district.
8. Formulates and administers an athletic inventory system
9. Provides for staging home athletic contests for all schools, to include financial arrangements, assignment of field force, necessary maintenance, and promotion of activity
10. Prepares bids in cooperation with Chief Financial Officer for equipment, supplies, uniforms, and athletic programs
11. Ensures that all athletic facilities are kept clean and submits requests for repair or improvement of facilities
12. Arranges details of visiting teams' needs and make necessary arrangements for use of non-school playing fields/facilities
13. Coordinates sale of individual tickets for all games

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14. Meets regularly with high school and middle school personnel to inform them of guidelines related to the overall program
15. Determines and monitors eligibility of each athlete prior to participation in any practice or game
16. Ensures that medical screening for each student athlete has been provided prior to participation in any practice game
17. Establishes an atmosphere that ensures open lines of communication through regular coaches meetings as well as meeting with selected school and community groups
18. Establishes open lines of communication with the community that promote and foster understanding, cooperation, and acceptance of the athletic program in the eyes of the community
19. Ensures that all policies and rules of the National Federation, Mississippi High School Activities Association, State Department of Education, and school administration are updated and enforced
20. Informs all coaches of rules and regulations pertaining to conduct of athletics programs (i.e. handbook, in-service programs, and updates) ensuring that they are thoroughly understood
21. Develops a procedure to notify parents and student athletes of rules/regulations that apply to participation
22. Has knowledge of MHSAA regulations and implements them consistently
23. Enforces rules/regulations with established actions/penalties that are clearly stated and given to parents, student athletes, and coaches
24. Coordinates with school district security personnel to provide for security and parking at athletic events
25. Manages issues with student residency to ensure compliance with MS Code and Board policy concerning requirements for student enrollment and attendance
26. Serves as district student due process hearing officer
27. Demonstrates prompt and regular attendance
28. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
29. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### TITLE: DIRECTOR OF CHILD NUTRITION

#### QUALIFICATIONS:

1. Bachelor's degree in a related field
2. Master's Degree and/or registered dietician preferred
3. Five or more years of supervisory experience preferred
4. Must meet Mississippi Department of Education(MDE) requirements for School Food Service Administrator
5. Knowledge of federal, state, and local requirements for Child Nutrition Programs
6. Knowledge of budgetary principles
7. Knowledge of equipment use, care, and preventative maintenance in commercial food service facilities
8. Knowledge of personnel management principles
9. Knowledge of quantity food preparation and serving practices
10. Ability to plan, organize, and administer all phases of child nutrition operations
11. Ability to compile and analyze data
12. Ability to foster a climate that promotes the district vision, mission, and goals
13. Ability to develop and maintain harmonious and productive working relationships for the benefit of students

**SUPERVISES:** Child Nutrition Bookkeepers, Child Nutrition Managers/Assistant Managers, Child nutrition Assistants/Substitute Child Nutrition Assistants

**REPORTS TO:** Superintendent or designee

**JOB GOAL:** The Child Nutrition Director shall be under the general direction of the Superintendent and Chief Financial Officer, have the responsibility of developing, administering and supervising the district-wide Child Nutrition Program.

#### TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Works with child nutrition staff on needs for day/week/etc. and prepares for meetings/conferences
2. Provides guidance for accommodations for students with special diets
3. Verify ordering of all food and supplies for all cafeterias in district
4. Provide guidance for Child Nutrition staff concerning all purchases, claims and inventory (food, equipment, supplies etc.)
5. Provides oversight for all child nutrition staff in regards to training and staffing
6. Prepares and monitors annual budget with assistance from the business office
7. Reviews monthly fundamental reports to determine financial viability
8. Determines department needs consistent with current financial statements
9. Develops spreadsheets for equipment and other department needs
10. Works with vendors for equipment
11. Reviews all reports for submission to state/local entities

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12. Addresses employee concerns and schedules
13. Reviews all claims/reports for reimbursement, any areas of concern relating to reimbursement/expenditures
14. Reviews department standards regarding “offer vs. serve” requirements
15. Completes all grant applications
16. Serves as Wellness Coordinator for the district
  - i. Schedules wellness meeting
  - ii. Reviews wellness guidelines
  - iii. Checks for compliance for wellness by site
  - iv. Schedules and attends wellness meeting
  - v. Develops agenda and in-services for wellness committee needs
  - vi. Prepares annual wellness reports for the Board of Trustees
17. Verifies free and reduced lunch information is accurate for submission when applicable
18. Verifies that all paperwork is in accordance with USDA guidelines
19. Interviews and recommends hiring of new employees with guidance from district personnel office
20. Monitors student balances by site and notifies principal(s) of outstanding balances when applicable
21. Provides schools with nutrition materials as requested
22. Oversees completion of National School Lunch contracts and Summer Food Service Program(SFSP) contract with MDE
23. Determines compliance with USDA and Health department inspections
24. Develops menus and assigns managers and employees for SFSP
25. Develops budget for SFSP
26. Provides required in-service for SFSP
27. Oversees Fresh Fruit and Vegetable grant for eligible schools
  - a. Places and verifies orders
  - b. Monitors grant for remaining funds
  - c. Works with sites for usage, etc.
  - d. Researches new items
  - e. Discusses items with vendors
28. Establishes standard procedures for maintaining inventories of purchases for food and government-donated foods and supplies
29. Develops standard procedures regarding supervision and training of child nutrition personnel
30. Maintains a regular schedule of on-site visits to participating schools; monitoring and scheduling follow-up visits to schools to ensure program compliance; accompanying state and/or federal representatives on local school visits
31. Maintains open communication with parents, students, community groups and the administration
32. Compiling and maintaining accurate records for the preparation of clear and concise reports
33. Monitor proper meal counting for accuracy in filing monthly claims
34. Prepare monthly reimbursement data into state meal claiming and accounting website for submission
35. Responsible for bookkeeping and banking for the Department of Child Nutrition
36. Review daily bank deposit tickets for accuracy and take corrective action if necessary
37. Prepare monthly revenue report to the Business Office
38. Maintain records for contract meal service
39. Compile participation records for contract meal service and submit claim or invoice for payment
40. Prepare yearly verification, organization renewal and other reports for MDE
41. Assist with the entering food orders on the MDE website

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42. Maintain knowledge of the Nutrition Standards set for the NSLP and SBP to insure all requirements are met and are in compliance
43. Facilitate audits of records with internal/external auditors
44. Attend staff development meetings, managers' meetings, in-service meetings and any other training/meetings and travel to schools as deemed necessary
45. Demonstrates prompt and regular attendance
46. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
47. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### TITLE: DIRECTOR OF CAREER AND TECHNICAL EDUCATION

#### **QUALIFICATIONS:**

1. Master's degree or higher preferred
2. AA certificate in Administration and Supervision
3. Certificate endorsement for Career Technical Education Supervision or alternate qualifications approved by the State Department of Education
4. Extensive knowledge about Career Technical Education Programs
5. Successful previous administrative experience

**SUPERVISES:** Career and Technical Education staff of district in conjunction with the Building Principal

**REPORTS TO:** Superintendent or designee in collaboration with High School Principal

**JOB GOAL:** To direct and maintain the planning, organizing, communicating, implementing, financing, and evaluating a comprehensive program of Career Technical education for the students of the district; to supervise involved personnel, either directly or indirectly; to recommend and/or serve as a resource person for staffing; and to provide adequate planning processes to enable the total school district to accomplish its stated mission

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Formulate and administer a comprehensive program of career and technical education
2. Maintain close working relationships with community and state agencies and area businesses, industries, and labor organizations, in order to provide training consistent with needs
3. Continuously appraise and evaluate the total career and technical program to achieve the established goals of providing the opportunity for people to prepare for gainful employment
4. Maintain current knowledge of all pertinent rules and regulations affecting vocational education
5. Assume responsibility for the collection, review, and submission of all forms and reports relative to vocational education to state agencies
6. Supervise and evaluate all instructional personnel in the vocational education program
7. Make recommendations for long-term adjustments, changes, additions, and deletions in the career and technical education program to meet changing job trends and needs
8. Manages Career Technical education budget; approves requisitions and expenditures
9. Develops and monitors appropriate budgets consistent with district processes
10. Develops and implements a process of program evaluation for Career Technical Education
11. Recommends to the administration courses of study and program objectives
12. Writes proposals for funding new programs and improvements to existing programs
13. Provides leadership and technical direction for developing the district's five-year educational plan and the annual staff development plan
14. Coordinates district Career Technical curriculum efforts
18. Coordinates use of occupational (craft) advisory committees
19. Develops, monitors, and updates the district's five-year educational plan to ensure timely outcome

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20. Counsels and advises Career Technical education staff on professional and employment matters
21. Consults with State Department of Education personnel relative to program operations, funding, and accreditation
22. Develops and maintains professional relationships with other administrators and with professional organizations
23. Promotes good relationships between Career Technical and general education staff
24. Develops plans for and coordinates annual evaluations of Career Technical education programs and of Career Technical student services
25. Assist in the recruitment and screening of vocational teachers
26. Maintain and inventory CTE equipment as listed in the Equipment Management Tracking System (EMTS)
27. Demonstrates prompt and regular attendance
28. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
29. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: DIRECTOR OF EXCEPTIONAL CHILDREN AND HEALTH SERVICES**

#### **QUALIFICATIONS:**

1. AA certificate in Administration
2. Supervision, either Elementary, Secondary, or Special Subject; five years successful educational experience, three years of which have been in administrative or supervisory roles, two of which involve classroom instruction
3. Knowledge of exceptional education and gifted services

**SUPERVISES:** Professional and clerical staff; program budgets; testing, child find, and other support programs; itinerant teachers; record-keeping and reporting processes; legal compliance functions; and external services to identified IDEA students and programs.

**REPORTS TO:** Superintendent or designee

**JOB GOAL:** To direct, administer, and supervise the Exceptional Children program and Health Services programs in accordance with appropriate guidelines and directions to serve effectively the educational needs of students with identified exceptionalities.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Conducts needs assessments and compiles other data on program needs for planning purposes
2. Organizes and schedules staff and respective committees to address specific planning activities
3. Involves the public, teachers, classified staff, students, and school and district administrators, as appropriate, in planning activities
4. Prepares and disseminates written plans
5. Continuously updates program plans
6. Organizes the Special Education and Gifted Education programs to serve identified students
7. Organizes the School Nurse program to include coordinating school health collaborations
8. Assigns staff and orients staff members to their assignments
9. Initiates problem-solving techniques to address specific program problems and needs
10. Prepares and administers budgets for the Special Education, Gifted Education program and Health Services programs
11. Provides training for Special Education and Gifted Education program personnel
12. Prepares and approves forms, reports, memorandums, and other operational correspondence
13. Ensures that programs fulfill the district mission statement
14. Supervises professional and clerical personnel assigned to Special Education and Gifted Education programs
15. Supervises specific activities in Special Education and Gifted Education programs
16. Assists principals in supervising Special Education and Gifted Education teachers assigned to individual schools
17. Assists program personnel to effectively address specific tasks and responsibilities through counseling, modeling or illustrating, and directing
18. Recommends personnel for employment who are under the immediate supervision of the director

**APPROVED: July 11, 2019**

19. Assists principals in recommending the employment of Special Education and Gifted Education teachers
20. Selects personnel for committee assignments based on representativeness and other specified criteria
21. Disseminates appropriate information to various appropriate audiences
22. Attends school board and local community meetings as well as school, district, regional, and state professional meetings
23. Utilizes specific criteria to evaluate programs
24. Adjusts programs based on data derived from evaluations
25. Administers individualized standardized tests
26. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
27. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: DIRECTOR OF FEDERAL PROGRAMS**

#### **QUALIFICATIONS:**

1. Possess elementary and/or secondary teaching credentials and a minimum of three (3) years successful teaching
2. Possess a valid Mississippi administrative credential
3. At least three (3) years of successful administrative or supervisory experience
4. Experience working with students and families affected by Federal Projects
5. Knowledge of computers and basic software programs for word processing, spreadsheets, and databases
6. Knowledge of Federal Program policies, rules, and regulations
7. Knowledge of categorical programs and funding terms
8. Knowledge of curriculum and effective teaching practices
9. Ability to read, interpret and apply complex rules and regulations
10. Ability to communicate effectively with staff, parents, school sites, community, members and government agencies
11. Ability to coordinate a variety of activities at different sites

**SUPERVISES:** Clerical Personnel & Early Childhood Parent Educator

**REPORTS TO:** Superintendent or designee

**JOB GOAL:** Under the supervision of the Superintendent or designee, the Director of Federal Programs serves as a leader in all matters pertaining to the general operation of Federal Project categorical programs by performing the functions which meet the requirements as set forth in federal, state, and local guidelines.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Provide leadership for all phases of Consolidated Federal Projects (Titles I, II, III, IV, IX, X, Neglected and Delinquent, and School Improvement)
2. Supports District's Early Childhood initiatives
3. Coordinate articulation among schools, programs and the District
4. Support principals with technical assistance
4. Coordinate with the HPSD finance office to ensure fiscal accountability
5. Plan and implement curriculum/material development
6. Gather and disseminate Federal Programs information/resources to district staff
7. Prepare and submit required reports and applications to local, state, and federal agencies
8. Function as a district liaison to state and federal education departments
9. Provide leadership and advocacy for families and children served by these programs
10. Coordinate program priorities, activities and plans with program leadership to ensure program efficiency, accountability and concordance with the District Strategic Plan and individual School Improvement Plans
11. Demonstrate effective team building, including recruitment, hiring and placement of staff

**APPROVED: July 11, 2019**

12. Develop communication networks involving local, state and federal entities
13. Prepare and administer directly the Federal Programs budget and, indirectly, all other program budgets
14. Prepare and maintain documentation for federal monitoring visits as well as respond to needed corrective actions
15. Assist principals to recommend the employment of Federal Programs personnel
16. Demonstrates prompt and regular attendance
17. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
18. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: CHIEF OF OPERATIONS**

#### **QUALIFICATIONS:**

1. A Bachelor's degree or higher with a major in management, business or public administration, school operations, maintenance engineering or a related field or an equivalent combination of training and hands on experience
2. Three (3) years of experience in the field of maintenance, repair and modernization of multi-site facilities, including at least two (2) years of supervisory responsibility for a building maintenance program
3. Additional experience above the required minimum may be substituted for college education on a year for year basis for up to two (2) years and/or a comparable amount of training and experience may be substituted for the minimum qualifications.
4. Demonstrated experience successfully managing a team
5. Ability to obtain a Commercial Driver's License
6. Ability to operate and manage a budget in accordance with school board policy and state purchasing laws
7. Ability to effectively present information

**SUPERVISES:** Maintenance and Transportations Operations and Staff

**REPORTS TO:** Superintendent or designee

**JOB GOAL:** Oversees, supervises and directs construction management, facilities, transportation, maintenance, grounds keeping, emergency planning and preparedness, custodial operations, risk management, energy management and conservation activities and other operational divisions of the District, as assigned.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Serve as District Risk Manager
2. Maintains safety standards and compliance with state and federal laws, regulations, and policies with regard to school building and grounds, school transportation, and risk management
3. Develops a program of preventive safety rules
4. Recruits, trains, and supervises all transportation, maintenance and grounds personnel. Makes recommendations for personnel employment, transfer, promotion, and release
5. Leads, and promotes, a culture, and strategy, of continuous improvement throughout the Maintenance and Transportations Operations office that compliments similar efforts throughout the district
6. Provides administrative direction and leadership to the members of the Maintenance and Transportation operations departments
7. Communicates effectively with all members of the district and community
8. Works with the Chief Finance Officer (CFO), assists in budget development, budget monitoring, and control procedures in designated areas
9. Effectively manages assigned budgets

**APPROVED: July 11, 2019**



10. Works cooperatively with principals and other site supervisors in administering individual site and/or area operational needs
11. Prepares or directs the preparation of various reports to inform students, staff & constituents of the district's operational performance
12. Directs the development of policies and regulations where Maintenance and Transportation operations
13. Participates, as appropriate, in the district's expansion and construction processes
14. Monitors student enrollment trends
15. Keeps the superintendent informed about all 16th section leases and concerns
16. Keeps the Superintendent informed of events and activities of unusual as well as routine matters related to the 16th Section Land
17. Communicates with all 16th section leases about the changes in lease policies.
18. Responds to written and oral requests for information in a timely manner concerning 16<sup>th</sup> section land
19. Administers the building purchased services, landscape maintenance, and transportation budget.
20. Submits all reports required by the State Department of Education
21. Establishes a regular preventative maintenance program
22. Maintains and submits records as are required to local, state, and federal agencies
23. Develops recommendations for future growth and building land needs
24. Have a working relationship with contractors and architects
25. Demonstrates prompt and regular attendance
26. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
27. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: DIRECTOR OF CURRICULUM AND INSTRUCTION**

#### **QUALIFICATIONS:**

1. Proper certification as required by the Mississippi Educator Licensure Department.
2. A minimum of five years experience in the field of Public Education, including two years of supervisory experience preferred.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent or designee

**SUPERVISES:** Curriculum Coordinators  
Other personnel as directed by the Superintendent

**JOB GOAL:** Supervise and coordinate the development and implementation of the following areas: guidance and counseling services, testing, parent liaison, curriculum and instruction, quality process review and continuous improvement; and grant writing.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Supervises programs and personnel as directed by Superintendent
2. Assist principals with assessing school needs and services, instructional programs and strategies, and implementing an effective curriculum methods for improving instruction to ensure that all students learn to their highest potential
3. Maintain a current knowledge base in several areas: curriculum and instruction, college and career readiness standards, best practices in education, special education, strategies for school improvement, strategies for closing achievement gaps, effective management and communication strategies, all applicable Federal and State regulations, and all local Board policies and procedures.
4. Review and analyze all student achievement data, and use the results to assist principals and District support staff to improve and develop students' achievement reports as needed
5. Provide strong, direct technical assistance to the schools and district. Review best practices with principals, provide information, and facilitate PD sessions for principals and other school leaders, providing specialized and intensive support for focus and/or priority schools
6. Assists in the development of curriculum guides and materials by working with principals and teachers in the preparation of such materials
7. Monitor components of the school accountability model
8. Serves as the Assistant District Test Coordinator
9. Demonstrates prompt and regular attendance
10. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
11. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: DIRECTOR OF TECHNOLOGY**

#### **QUALIFICATIONS:**

1. Background in educational technology both in the workplace or from an accredited institution
2. Recommended that this person holds an advanced degree in educational administration, technology, or curriculum development from an accredited institution, given the curriculum and pedagogical background requirements
3. At least three years of supervisory experience preferred

**SUPERVISES:** Instructional Technology Specialist(s) and IT Staff

**REPORTS TO:** Superintendent or designee

**JOB GOAL:** The Director of Technology organizes, directs, and oversees education and information technology activities; plans and manages a comprehensive and integrated education and information technology program to deliver cost effective, reliable, timely, and high-quality educational technology equipment and services; acts as the district's primary authority on education technology issues; coordinates the implementation of the district's technology plan; works collaboratively with central office and school-based personnel to use and integrate education technology in the instructional program.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Establishes the mission of the Department of Technology through and in response to the assessment of district needs and priorities
2. Directs and participates in the development of goals, objectives, policies, and procedures of the Department of Technology
3. Plans, directs, supervises, and coordinates the activities of department personnel
4. Plan, implement, and maintain robust network, WAN, and data center to support instructional and administrative needs of the district
5. Plan, implement, and maintain data security devices, processes, policies, and strategies
6. Plan, implement, and maintain cost-effective and sustainable digital device working environment
7. Participates in curriculum design team meetings and leadership team meetings with other department heads; discusses and reviews overall district issues and priorities; may serve on special task forces or direct the conduct of projects having a general district-wide impact
8. Assumes a leadership role in developing and implementing the district plan for instructional use of technology
9. Collaborates with principals, department heads, teachers, and others who will implement the district technology plan
10. Facilitates meetings with committees to implement the district's technology plan
11. Understands the district budget, budgeting process, and spending process, and works within this system to secure adequate resources for education technology integration
12. Oversees preparation and administration of the department's budgets
13. Manages the allocation and expenditures of funds for the department

**APPROVED: July 11, 2019**

14. Helps ensure that the school-level budgets and the district budget adequately support the district's technology plan
15. Insures equity when budgeting for and distributing resources
16. Collaborates with administration and faculty to write grants for implementation of educational technology
17. Assists the district in obtaining outside funding by participating in grant planning and proposal writing
18. Helps develop and maintain sustainable funding for technology and technology infrastructure
19. Oversees the development and implementation of the district's technology training plan.
20. Oversees the planning/scheduling of technology training that will facilitate successful technology integration in the classroom
21. Supports district's assessment team of online and technology based assessments
22. Assists with assessment data and student information integration into analytics and other online applications
23. Assists in the evaluation of software, hardware, and courseware
24. Participates in district research projects to evaluate instructional use of technology
25. Stays abreast of educational technology trends and successes of other school districts and technology programs on a local, state, and national level
26. Designs and encourages pilot projects
27. Confers with other departments, agencies, public officials, vendors, and contract providers regarding education and information technology projects, programs, plans, and activities.
28. Disseminates technology-related information throughout the district via newsletters, email, district presentations, etc.
29. Actively participates in local and regional educational conferences with emphasis on educational technology and instructional/curricular programs
30. Works to improve the overall quality of education received by students in the district by being an educational change agent
31. Participates in the development of curricular standards and benchmarks to encourage appropriate use of technology
32. Demonstrates prompt and regular attendance
33. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
34. Performs other duties as assigned

**ADDITIONAL LICENSES:** It is recommended that this individual possess industry-standard certifications that may prove beneficial in the position (e.g. A+, IC3, etc.). This individual must possess and maintain a valid Mississippi driver's license and a satisfactory driving record.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: DISTRICT TEST COORDINATOR**

#### **QUALIFICATIONS:**

1. Bachelor's degree or higher
2. Appropriate MDE Licensure

#### **SUPERVISES:** N/A

#### **REPORTS TO:** Superintendent or designee

#### **JOB GOAL:** To ensure all state testing is administered with integrity by following all state guidelines

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Attend all state meetings and webinars hosted by MDE, Office of Student Assessment (OSA)
2. Create a district and school test security plan and ensure it is board approved by MDE deadline
3. Train all district school test coordinators on protocols relating to testing
4. Order all testing materials-regular and special education
5. Register and/or verify students in online testing platforms to ensure all students have a test generated
6. Upload all mandatory documents to SharePoint including but not limited to Principal Oaths, Shredding Verifications, Seating Charts, testing irregularities, and others as directed by OSA
7. Assist high school with the compilation list of students that require retesting to ensure graduation requirements are met students that require retesting to ensure graduation requirements are met
8. Complete MDE accountability requirements for graduation rates and senior snapshot
9. Review testing reports and report discrepancies as relates to accountability
10. Work with Technology Director to ensure all Mississippi Academic Assessment Program and HPSD progress monitoring assessments are performed and test are cached, if applicable
11. Work with all Principals to ensure all testing information is distributed with integrity
12. Demonstrates prompt and regular attendance
13. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
14. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually, may be in conjunction with primary position

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: Dyslexia Therapist**

#### **QUALIFICATIONS:**

1. Master's Degree with training in an Orton-Gillingham based Dyslexia Therapy Training program (accredited by the International Dyslexia Association (*IDA*))
2. Strong background in reading (*preferred*)
3. Four years of teaching experience at more than one grade-level (*preferred*)
4. Evidence of strong written communication and presentation skills
5. Experience in providing professional development
6. Experience in working with students who have characteristics of dyslexia and/or a formative ruling of Dyslexia
7. Appropriate Educator License 203 Endorsement
8. Knowledge in the use of an Orton-Gillingham based instructional program
9. National certification as a Certified Academic Language Therapist (*preferred*)

**SUPERVISES:** N/A

**REPORTS TO:** Director of Curriculum and Instruction

**JOB GOAL:** To lead district efforts in identifying students who qualify for dyslexia intervention services, and to assist schools in making programming decisions that meet the student's needs. To provide ongoing training and support to staff members who provide dyslexia intervention to students qualifying for services. To train staff of effective instructional strategies for students who show characteristics of dyslexia or may have a formative ruling of dyslexia. To inform, train, and counsel parents of students who show characteristics of dyslexia or may have a formative ruling of dyslexia.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Instruct assigned students with characteristics /diagnosis of Dyslexia
2. Create lesson plans based on the analysis of instructional data to accelerate student learning
3. Oversee the administration /scoring of yearly required Universal Screeners for grades K-2
4. Ensure the district is in compliance with American College Testing (*ACT*) 1268
5. Oversee the administration /scoring of Screening for students in grades 2-12 *as necessary*
6. Assist schools in Universal Screening scores' interpretation
7. Assist school RTI committees in making program decisions for students who show characteristics of dyslexia and students who have gaps in literacy skills
8. Ensure the district is in compliance with House Bill 1046, that all students are administered a State Board Approved Dyslexia Screener in the Spring of Kindergarten and the Fall of First grade, and the data is submitted to the appropriate personnel at the Mississippi Department of Education
9. Assist schools in determining when students should be considered for a Dyslexia Screener
10. Administer and score Dyslexia Screeners providing a written report of the Dyslexia Screening results and recommendations. Meet with the parents and school officials regarding the recommendations of the report

**APPROVED: July 11, 2019**

11. Review Dyslexia Assessments completed by outside agencies and determine if further testing is warranted. Meet with the parent and school officials regarding the district's programming recommendations
12. Administer and score the assessments necessary for Comprehensive Dyslexia Evaluation when warranted and provide written reports of results and recommendations
13. Meet with parents and school officials regarding recommendations of the report
14. Provide ongoing training for staff who provide dyslexia intervention to qualifying students
15. Provide ongoing training of effective literacy programs and instructional strategies to various staff members
16. Provide support, information, and ongoing training for parents
17. Attend school-related functions (*e.g. PTA*) outside the instructional day
18. Demonstrate prompt and regular attendance
19. Support the Hattiesburg Public School District Mission, Vision, and Strategic Plan
20. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: EARLY CHILDHOOD PARENT EDUCATOR**

#### **QUALIFICATIONS:**

1. Bachelor's degree in Early Childhood education and/or related field, or a minimum of 60 hours of related college coursework
2. Demonstrate ability to work with children birth to four years old in the areas of language, intellectual, social-emotional and motor development
3. Appropriate endorsement and/training for assigned course(s)

**SUPERVISES:** N/A

**REPORTS TO:** Director of Federal Programs

**JOB GOAL:** To provide instruction, information, and support to parents to give their child(ren) the best possible start to Kindergarten.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Schedule, conduct and document regular home visitation sessions with participating parents and their children to deliver a curriculum designed to teach basic parenting skills and child development
2. Provide classroom instruction and community education related to program
3. Promote community awareness of programs through presentations to community, church, civic and school groups and through the use of local media
4. Collaborate with community partner agencies to access services for participating Families
5. Recruits participants (i.e. families, daycare, churches) for Early Childhood Center
6. Complete required paperwork, documentation
7. Attend any required meetings planned by grant giving agencies
8. Coordinate activities of volunteers who may be available to provide services for the program preparation
9. Evaluate program effectiveness
10. Attending school-related functions (e.g. PTA) outside the instructional day
17. Demonstrates prompt and regular attendance
18. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
19. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**



## **HATTIESBURG PUBLIC SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: ELECTRICIAN**

#### **QUALIFICATIONS:**

1. High School Graduate
2. Requires a thorough knowledge of the standard practices, methods, materials and tools of the electrical trade, the local and national electrical codes, and the hazards and safety precautions peculiar to the trade
3. Knowledge of the principles and practices applied in the safe and efficient use of tools, materials, and equipment employed in the electrical trade
4. Knowledge of fluorescent and incandescent lighting systems
5. Ability to make accurate estimates of time and materials for required projects
6. Ability to work from blueprints and specifications
7. Ability to prepare and follow verbal and written instructions
8. Skilled in locating and adjusting defects in electrical systems and equipment
9. Skilled in the use and care of tools and equipment of the electrical trade
10. Valid Mississippi driver's license preferred

**REPORTS TO:** Facility and Maintenance Supervisor or designee

**JOB GOAL:** To insure that all facilities meet the highest standards of electrical safety and design efficiency in accordance with NFPA Electrical Codes

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

1. Install, alter, maintain, and repair wiring systems, P.A. systems, electronic clocks, fans, lights, and other electrical fixtures and equipment
2. Design, fabricate and install new electrical service as needed
3. Upgrade antiquated circuits and runs that are not within specifications/limitations of the NFPA Electrical Codes
4. Assist other technicians with electrical requirements and circuit management to new or additional equipment or increased load
5. Demonstrates prompt and regular attendance
6. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
7. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

**HATTIESBURG PUBLIC SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: ELECTRONIC TECHNICIAN**

**QUALIFICATIONS:**

1. High School Graduate
2. Requires a thorough knowledge of the standard practices, methods, materials and tools of the electrical trade, the local and national electrical codes, and the hazards and safety precautions peculiar to the trade
3. Knowledge of the principles and practices applied in the safe and efficient use of tools, materials, and equipment employed in the electrical trade
4. Knowledge of Master clock systems, intercoms, bell systems, fire/security alarms
5. Ability to make accurate estimates of time and materials for required projects
6. Ability to work from blueprints and specifications
7. Ability to prepare and follow verbal and written instructions
8. Skilled in locating and adjusting defects in electrical systems and equipment
9. Skilled in the use and care of tools and equipment of the electrical trade
10. Valid Mississippi driver's license preferred

**SUPERVISES:** N/A

**REPORTS TO:** Facility and Maintenance Supervisor or designee

**JOB GOAL:** To insure that all facilities meet the highest standards of electrical safety and design efficiency in accordance with NFPA Electrical Codes

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Install, alter, maintain, and repair wiring systems, P.A. systems, electronic clocks, master clocks, bell systems, fire alarms, security alarms and intercoms
2. Install new intercom system, fire alarm system and security systems as needed.
3. Upgrade antiquated electronic equipment that is not within specifications/limitations of the NFPA Electrical Codes
4. Assist other technicians with electrical requirements; circuit management to new or additional equipment or increased load
5. Protect and maintain tools and equipment
6. Follow safety codes and regulations
7. Demonstrates prompt and regular attendance
8. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
9. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

**HATTIESBURG SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: EXECUTIVE SECRETARY TO THE SUPERINTENDENT/BOARD CLERK**

**QUALIFICATIONS:**

1. High School graduate; additional schooling preferred
2. Typing and computer skills
3. Strong written and verbal communication skills
4. Strong organizational skills
5. Ability to multitask
6. Poised, Diplomatic, Congenial manner
7. Five years of clerical/secretarial experience at the executive level
8. Other qualifications as outlined by Superintendent/Board of Trustees

**SUPERVISES:** n/a

**REPORTS TO:** Superintendent

**JOB GOAL:** To relieve the Superintendent of paperwork and other impediments and to execute expeditiously and accurately the instructions of the Superintendent so he may devote maximum time to the central function of educational administration

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Keeps an extensive schedule of appointments and makes arrangements for numerous conferences, meetings, etc. for the Superintendent and Board
2. Performs highly-skilled typing and word processing of correspondence, reports, notices, recommendations, etc.
3. Maintains a regular filing system which includes both routine and confidential files
4. Processes all correspondence; sorts and routes as necessary; assists in preparing replies
5. Orders and maintains supplies necessary to perform the duties of the office
6. Keeps Superintendent timely informed of any problems; refers problems to appropriate department heads in his absence
7. Performs diplomatic receptionist's duties both on the phone and in person to ensure good public relations with callers or visitors
8. Oversee the scheduling of meetings on Boardroom and Conference Room calendars
9. Coordinates, assembles, and prepares board agendas; emails pre-board information to Board members
10. Serve as Boardbook Site Administrator and maintain upkeep of site.
11. Serves as secretary for the Board of Trustees; records actions taken and prepares minutes for Board approval; maintains files of all Board meetings and action taken
12. Conducts all tasks in such a manner as to evoke the utmost confidence of persons dealing with secretary in lieu of Superintendent
13. Demonstrates prompt and regular attendance

**APPROVED: July 11, 2019**

14. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
15. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### TITLE: FACILITIES AND MAINTENANCE SUPERVISOR

#### **QUALIFICATIONS:**

1. Post-high school degree or certification preferred
2. Good physical health
3. Demonstrated skills in communication (oral and written)
4. Must possess supervisory skills
5. Have general knowledge of land descriptions and leases
6. Have general knowledge of building trades
7. Able to set priorities

**SUPERVISES:** Maintenance personnel

**REPORTS TO:** Chief of Operations

**JOB GOAL:** To maintain the physical plants in a condition of operating excellence so that full educational use of them may be made at all times. Serve as District Risk Manager.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. To manage and supervise all buildings and repair projects.
2. Maintains safety standards and compliance with state and federal laws, regulations, and policies with regard to school building and grounds and risk management.
3. Develops a program of preventive safety rules.
4. Recruits, trains, and supervises all maintenance and grounds personnel. Makes recommendations for personnel employment, transfer, promotion, and release.
5. Administers the building purchased services and landscape maintenance.
6. Authorizes purchases in accordance with budgetary limitations and district rules.
7. Maintains all district owned physical plant equipment and develops plans for preventive maintenance.
8. Submits all reports required by the State Department of Education.
9. Examines school buildings on a regular basis for needed repairs and maintenance.
10. Establishes priorities on repair projects.
11. Estimates the cost of repair projects.
12. Lays out and inspects work and assists maintenance crew members.
13. Develops a system for dealing with emergency repair problems with efficiency.
14. Establishes a regular preventative maintenance program.
15. Maintains and submits records as are required to local, state, and federal agencies.
16. Develops recommendations for future growth and building land needs.
17. Have a working relationship with contractors and architects.
18. Cooperates with principals and site supervisors to ensure that facilities maintain a clean and orderly environment experience the many benefits that come from pride and ownership among students, faculty and the support of the community.
19. Successfully completes the district staff development program.

**APPROVED: July 11, 2019**

20. Demonstrates prompt and regular attendance
21. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
22. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: FIXED ASSETS CLERK**

#### **QUALIFICATIONS:**

1. High School graduate
2. Strong organizational skills
3. Ability to multitask
4. Experience in secretarial and bookkeeping procedures
5. Ability to operate a computer and enter data
6. Ability to lift a minimum of 40 pounds to move and unpack equipment
7. Ability to climb on ladder
8. Maintains driver's license and be insured to drive and operate district vehicles

**SUPERVISES:** N/A

**REPORTS TO:** Chief Financial Officer

**JOB GOAL:** Record the cost of newly acquired fixed assets, track existing fixed assets, record depreciation, and account for the disposition of fixed assets.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Create and monitor a system of controls, procedures, and forms for the recording of fixed assets
2. Record fixed asset acquisitions and dispositions in the accounting system; Prepare reports of disposal for the Board of Trustees
3. Track the compilation of project costs into fixed asset accounts, and close out those accounts once the related projects have been completed
4. Conduct periodic reviews of the fixed asset schedule to determine dispositions
5. Reconcile the balance in the fixed asset subsidiary ledger to the general ledger
6. Run and check for accuracy depreciation for all fixed assets
7. Prepare audit schedules relating to fixed assets, and assist the auditors in their inquiries
8. Reconcile specific general ledger accounts
9. Assist other department personnel as appropriate and necessary
10. Demonstrates prompt and regular attendance
11. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
12. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

**HATTIESBURG PUBLIC SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: GENERAL MAINTENANCE/GROUNDS**

**QUALIFICATIONS:**

1. Good health (Medical exam not required)
2. High school diploma or GED certified
3. At least one (year)'s experience in lawn care and/or landscaping
4. Valid Mississippi driver's license preferred

**SUPERVISES:** N/A

**REPORTS TO:** Facility and Maintenance Supervisor

**JOB GOAL:** To maintain campus grounds to maximize presentations to visitors, the community, students and employees

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Campus landscaping and plant maintenance at main entrances
2. Maintain revolving cut schedule
3. Mowing, edging, weed trimming/control and clean up debris
4. Safe operations of all equipment
5. Use safety glasses/goggles and other appropriate safety equipment when operating equipment and dispersing chemicals
6. Maintenance of equipment in regard to mechanical ability of employee
7. Demonstrates prompt and regular attendance
8. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
9. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**



## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: HEAD COACH-ALL SPORTS**

#### **QUALIFICATIONS:**

1. Proper certification by the State Department of Education
2. Successful coaching experience
3. Such other qualifications as may be set by the administration

**SUPERVISES:** Students participating in a particular sport all assigned coaches

**REPORTS TO:** Head Coach in conjunction with Athletic Director and Building Administrator

#### **JOB GOAL:**

1. To apply leadership and to teach skills to ensure that each player will be the best he/she can be
2. Maintain competitive athletic program for assigned sport(s)

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Possess overall knowledge of the sport he/she is coaching
2. Possesses the ability to motivate players
3. Conducts himself/herself so as to be above reproach at all times
4. Makes thorough preparation for carrying out his/her responsibilities at all practice/game sessions
5. Seeks to improve his/her coaching techniques
6. Provides input and suggestions in planning practice schedule and game plans each week
7. Shows enthusiasm, pride and hard work during in-season/off-season sessions
8. Is fair, understanding, tolerant, sympathetic and patient with team members
9. Is well-versed and knowledgeable in matters pertaining to his/her coaching assignments
10. Maintains rapport with the coaching staff and players
11. Attends scheduled practices during the off season
12. Maintains suitable conduct toward players and officials at practice and games
13. Is appropriately dressed for practice and at games
14. Shows support for all athletic programs and school sponsored student activities
15. Performs other such duties and responsibilities as the principal and/or athletic director may assign
16. Resignation from coaching responsibilities is a resignation from teaching assignments, unless other determined by district administration
17. Demonstrates prompt and regular attendance
18. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
19. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG PUBLIC SCHOOL DISTRICT JOB DESCRIPTION

### TITLE: HVAC TECHNICIAN

#### QUALIFICATIONS:

1. Sufficient education/training in the installation, operations and repair of heating, air conditioning and refrigeration systems
2. HVAC license is preferred
3. Working knowledge of electrical, plumbing and sheet metal trades as they relate to installing, repairing/servicing HVAC and Refrigeration equipment
4. Working knowledge of high/low voltage electricity and its applications
5. Ability to diagnose/troubleshoot and repair various types of HVAC and Refrigeration systems including, but not limited to: Water Source Heat Pumps, Chillers, Boilers, Conventional Split Systems, Mini Split Systems, Package Units and Cooler and Freezer Units
6. Ability to estimate repair costs with detailed description on parts
7. Ability to communicate both verbally and in writing
8. Possess skills to develop interpersonal relationships with customers, peers and administrative personnel
9. Valid Mississippi driver's license preferred

**SUPERVISES:** N/A

**REPORTS TO:** Facility and Maintenance Supervisor or designee

**JOB GOAL:** To provide safe, competent, reliable and efficient customer service that fosters an environment conducive to learning

#### TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Maintain and repair all HVAC equipment
2. Perform preventative maintenance on all HVAC and Refrigeration systems
3. Oil and grease motors, pumps and air handling equipment
4. Check, adjust, and/or replace belts on HVAC equipment
5. Housekeeping of all areas around HVAC systems, chillers, boilers and air handlers
6. Maintain and repair all refrigerators, ice machines, walk-in coolers and freezers
7. Install, assemble and repair pumps, condensers, motors and other refrigerating equipment
8. Check, evaluate and charge refrigerant as needed
9. Repair/replace and calibrate HVAC and Refrigeration components as needed
10. Ensure all work, repairs and installations meet or exceed local, state and federal codes
11. Demonstrates prompt and regular attendance
12. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
13. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### TITLE: INSTRUCTIONAL TECHNOLOGIST

#### QUALIFICATIONS:

1. 3-5 years of K-12 school experience
2. Bachelor's degree in education, instructional technology, or a related field
3. Equivalent combination of training and experience which provides the required skills, knowledge, and abilities
4. Knowledge of:
  - a. Curriculum and effective teaching practices for all levels – preschool through high school
  - b. Evaluation and assessment practices
  - c. Federal, state, and local policies and procedures regarding instructional technology
  - d. Appropriate use of technology for instruction in various subject areas
  - e. Computer technology, multiple hardware and software platforms
  - f. Multimedia, telecommunications, and popular software applications
5. Ability to:
  - a. Read, interpret and apply complex rules and regulations
  - b. Communicate effectively with staff, parents, school sites, community, members and government agencies
  - c. Coordinate a variety of activities at different sites
  - d. Evaluate the effectiveness of programs and make recommendations for improvement
  - e. Develop long term goals and objectives
  - f. Evaluate the performance of hardware and software and make recommendations for improvement
  - g. Organize and deliver staff development opportunities that support the use of technology in education
  - h. Maintain complete and accurate records and to develop meaningful reports
  - i. Effectively express ideas orally and in writing
  - j. Establish and maintain effective working relationships as necessitated by work assignments

**SUPERVISES:** N/A

**REPORTS TO:** Director of Curriculum and Instruction

**JOB GOAL:** Provide instruction, training, and resources in order to facilitate the efficient and effective use and integration of technology in the district's educational processes to help increase administrator, teacher, and student knowledge of technology and its appropriate use as a learning tool.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Provides input in the development of a system-wide and building level programs that enable students to use technology as learning tools

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2. Investigates and disseminates information on best practices for technology integration, sources of information on trends, research and applications related to technology use in the school program
3. Is an effective model/leader of instruction and its best practices
4. Gathers information documenting the effectiveness of instructional technology systems, tools, and resources, interprets this information, and provides constructive input in the evaluation of these systems, tools, and resources
5. Provides training to teachers in the use of current technology to meet curriculum goals
6. Provides training to teachers in computer competencies
7. Participates in the development of activities that help integrate technology into various curriculum areas
8. Maintains current knowledge of technology and instructional practices that relate to the use of technology
9. Provides resource information relating to new techniques and practices that relate to the use of technology and that enables students to use technology as a learning tool
10. Communicate with school and district personnel, parents, and community to share information about the district's technology initiatives and practices
11. Serve on local and state collaborative partnerships with other instructional technologists or educational technology leaders
12. Assists in the development and implementation of district professional development plans and implementations
13. Assist with special projects in the technology department
14. Works with district leadership to aide in maintaining accurate records related to student/teacher digital device use, maintenance, and inventory
15. Assist with needs and plans for school-level technology initiatives
16. Follow ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules, and regulations
17. Communicate with technology vendors and district-purchased technology-based services' support mechanisms when necessary
18. Demonstrates prompt and regular attendance
19. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
20. Performs other duties as assigned

**REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computer hardware and software, office equipment, etc. Must be physically able to operate motor vehicles. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments, or directions to assistants or subordinates.

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**Language Ability:** Requires the ability to read a variety of correspondence, technical manuals, trade journals, etc. Requires the ability to prepare reports, forms, system documentation, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including computer terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply principles of statistics and statistical inference.

**Form/spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using computer equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as computer equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: INSURANCE CLERK**

#### **QUALIFICATIONS:**

1. High School graduate
2. Strong organizational skills
3. Ability to multitask
4. Experience in secretarial and bookkeeping procedures
5. Ability to operate a computer and enter data

**SUPERVISES:** N/A

**REPORTS TO:** Chief Financial Officer

**JOB GOAL:** Maintain accurate records of employee insurance benefits, insurance carrier billings, and liaison between employees and insurance company

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Administer the employee benefit programs offered through payroll deduction to include medical, life, and dental insurance, annuities, cafeteria plans, etc.
2. Serve as school district liaison with the insurance company representatives
3. Enroll new employees and adjust coverage or participation as allowed by plan and as requested in writing by employees
4. Maintain all insurance records as required to support employees' deductions and company benefits
5. Prepare computer input to insure correct payroll deductions for each employee electing benefits
6. Receive billings, make adjustments to facilitate correct payment to insurance carriers, balance billings to payroll deduction listings
7. Be responsible for maintaining a supply of forms, booklets, etc., and distribute these to employees as needed or requested
8. Maintain records of escrow amounts of 9 and 10 month employees to pay July, August, and September premiums
9. Assist other department personnel as appropriate and necessary
10. Demonstrates prompt and regular attendance
11. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
12. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: ISS MONITOR**

#### **QUALIFICATIONS:**

1. High school diploma or equivalent
2. Passing scores on the “WorkKeys” Test or completion of 48 college credits
3. Ability to communicate effectively both orally and in writing
4. Other requirements as outlined by the Board and the Administration.

**SUPERVISES:** N/A

**REPORTS TO:** Principal and Supervising Teacher

**JOB GOAL:** Supervise and monitor students assigned to the In-School Suspension Program

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Assists in the general supervision of students in the halls, restrooms, playgrounds, or any other area of the school campus
2. Distributes and collects workbooks, papers, and other materials for instruction
3. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher
4. Checks and records student’s attendance
5. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of a fully licensed teacher
6. Reinforces the rules of the school and learning environment; Acknowledges and encourages appropriate behavior and distinguishes inappropriate behavior for the students' understanding
7. Completes applicable forms, schedules, and instructional reports, as directed
8. Cleans and maintains computers, equipment, and workstations
9. May assist and instruct students in various labs
10. Provide supervision for students who are assigned to the In-School Suspension classroom
11. Review in-school suspension policies, procedures and student expectations with students daily
12. Work with students and or other staff members during student reflection period on issues such as behavior management and the prevention of undesirable behaviors that resulted in students being assigned to ISS
13. Monitor all ISS assignments; provide encouragement and feedback to students, monitor tests, computer work and provide instructional assistance as appropriate
14. Email teachers in advance for work requests and complete student Work Completion Logs for all students assigned to the room
15. Demonstrates prompt and regular attendance
16. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
17. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: IT TECHNICIAN**

### **QUALIFICATIONS:**

#### **Minimum Training and Experience:**

1. High school diploma required, associates, or bachelor degree in technology-related field preferred
2. Experience implementing, troubleshooting, and maintaining end-user digital devices
3. Basic knowledge of DHCP and networking principles
4. Must have excellent written and verbal communication skills
5. Familiarity with switches and VoIP preferred
6. A+ and/or Net+ certifications preferred

#### **Knowledge of:**

1. Operational knowledge of end-user operating systems and hardware
2. Strategies for troubleshooting technology devices and digital environments
3. Network cabling and termination along with connectivity testing
4. Digital device imaging and software deployment processes
5. Operational knowledge of VoIP systems and end-user devices
6. Operational knowledge of basic wireless networking and equipment

#### **Ability to:**

1. Set-up, install, and maintain district computer systems.
2. Recommend and/or install workstation hardware and software upgrades
3. Setup, install, and maintain printers, computer peripherals, and their related software
4. Install and troubleshoot computer software while maintaining license requirements
5. Perform repair of computer hardware, printers, and peripherals, including acquisition of parts and maintaining service related records
6. Coordinate the annual cleaning and preventive maintenance of district computer and network equipment
7. Provide support to end users through their requests for services by troubleshooting site hardware, software and wiring problems
8. Provide basic training on the care and operation of district computer equipment and software as needed
9. Provide input as needed for school technology planning and network operation

**SUPERVISES:** N/A

**REPORTS TO:** Director of Technology

**JOB GOAL:** Under the general supervision of the Director of Technology, this position provides an operational digital device environment in order to facilitate the efficient and effective use and integration of technology in the district's administrative and educational processes to help increase administrator,

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teacher, and student knowledge of technology and its appropriate use as a learning tool.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Responding to and troubleshooting help desk tickets
2. Installing and troubleshooting network-based equipment in collaboration with Network Administrator
3. Installing and troubleshooting software on end-user digital devices
4. Troubleshooting local and network printing issues
5. Implementing, configuring, and maintaining digital and technology-related devices
6. Maintaining accurate and thorough documentation
7. Demonstrates prompt and regular attendance
8. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
9. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: JROTC SENIOR ARMY INSTRUCTOR (SAI)**

#### **QUALIFICATIONS:**

1. Officers must be retired from the Army in the grades of W-1 through W-5 or O-3 through O-6
2. Approved by U.S. Army Cadet Command to administer a high school JROTC Program
3. Ability to work with diverse student population
4. Proper certification as required by the Mississippi Educator Licensure Department
5. Appropriate endorsement and/training for assigned course(s)

**SUPERVISES:** JROTC Program

**REPORTS TO:** Supervising Administrator

**JOB GOAL:** The JROTC SAI is responsible for overseeing and implementing the JROTC program. The SAI works collaboratively with the administrator(s), students, parents, and school staff. The primary mission of the SAI and the JROTC Program is “To Motivate young people to be better citizens.” This is accomplished by providing students with appropriate learning experiences designed to help them fulfill their academic potential, emotional and physical well-being, to promote social growth/success. Additionally, the SAI helps students to develop competencies and skills to function successfully in their career fields and society. The SAI follows the established curriculum set forth by Hattiesburg Public School District and JROTC Cadet Command. The SAI will act as the conduit between the armed forces recruiters, the Senior ROTC (SROTC) program at Southern Mississippi State University program, and the student body.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Complies with all regulatory guidelines outlined in Cadet Command Regulation 145-2, JROTC Program Organization, Administration, Operation, Training and Support and Cadet Command Regulation 145-8-3, Organizational Inspection Program
2. Oversees entire JROTC program at the building
3. Manage and conduct the Junior ROTC program according to school rules, regulations, and customs
4. Advises school authorities of laws and regulations impacting the program
5. Just as any other teacher, JROTC Instructors will be required to perform additional duties as required by the school. Additional duties may include hall monitor, chaperone, event security, test proctor, cafeteria duty, substitute teach other classes, etc
6. Provide classroom instruction utilizing the Curriculum Manager (CM)
7. Positively fosters students’ self-esteem
8. Ability to work with diverse student population
9. Integrates leadership excellence through (JROTC Cadet Leadership Challenge (JCLC) and JROTC Leadership and Academic Bowl (JLAB), Science, Technology, Engineering and Mathematics (STEM)
10. Implementing useful diagnostic and progress assessment measures
11. Plan instructional lessons that meet the diversity of students’ backgrounds, cultures, skills, and

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learning levels.

12. Aggressively support the Hattiesburg Public School District Mission, Vision, and Strategic Plan.
13. Utilize performance assessment task tools for measuring student performance and growth
14. Comply with school/district policies and procedures to include
15. Provides a physical environment that is safe, orderly, hazard-free, and conducive to learning
16. Implement classroom management techniques and procedures for optimum learning and discipline during classroom instruction
17. Maintain a positive rapport with parents, community leaders, armed forces recruiters
18. Provide student reports, equipment inventories (monthly, quarterly and yearly) to Cadet Command as required by regulation
19. Participates in departmental/grade-level teams, school-level teams, and district-level committees as requested
20. Attends school-related functions (e.g. PTA) outside the instructional day
21. Demonstrates prompt and regular attendance
22. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
23. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: JROTC ASSISTANT ARMY INSTRUCTOR (AI)**

#### **QUALIFICATIONS:**

1. Noncommissioned Officers must be retired from the Army in the grades of E-6 through E-9.
2. Approved by U.S. Army Cadet Command to administer a high school JROTC Program
3. Proper certification as required by the Mississippi Educator Licensure Department
4. Appropriate endorsement and/training for assigned course(s)

**SUPERVISES:** N/A

**REPORTS TO:** Supervising Administrator

**JOB GOAL:** The JROTC Assistant Army Instructor is responsible for assisting the Senior Army Instructor in with the administration, control, and education of students enrolled in the JROTC program.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Oversees entire JROTC program at the building.
2. Complies with all regulatory guidelines outlined in Cadet Command Regulations
3. Positively fostering students' self-esteem
4. Working with and understanding a diverse student population
5. Integration of leadership, technology, and communication into the curriculum
6. Planning for and guiding the learning process to help students achieve program objectives.
7. Implementing useful diagnostic and progress assessment measures.
8. Selecting and using effective instructional methods and learning materials
9. Establishing a cooperative relationship with all assigned students
10. Working collaboratively to achieve the overall purpose of the school's program and support the District's vision, aims and goals
11. Integrates the themes of leadership, technology, and communication with a diverse population. Provides quality work that engages students in learning
12. Possesses knowledge of subject matter content
13. Differentiates instruction for a variety of developmental stages and ability levels
14. Implements adopted curriculum subject matter standards and assessment instruments to meet school and district goals
15. Provides a physical environment that is safe, orderly, hazard-free, and conducive to learning
16. Implements approved disciplinary measures to allow for effective instruction and classroom management
17. Relates to parents and other community members, individual and corporate, in a positive and helpful fashion
18. Writes, speaks, and presents instruction in a clear, concise, and well-planned manner
19. Participates in self-initiated and school/district-initiated professional growth in order to maintain licensure and support school improvement efforts
20. Adheres to policies and procedures established by district, state, and federal guidelines
21. Submits required reports efficiently, promptly, and accurately

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22. Inventories classroom materials, textbooks, and equipment
23. Accepts the responsibilities of co-curricular and extra-curricular duties as assigned by administration
24. Participates in departmental/grade-level teams, school-level teams, and district-level committees as requested
25. Attends school-related functions (e.g. PTA) outside the instructional day
26. Demonstrates prompt and regular attendance
27. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
28. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: LEAD TEACHER**

#### **QUALIFICATIONS:**

1. Master's degree in education and/or related field
2. Valid educational license
3. Appropriate endorsement and/training for assigned course(s)

**SUPERVISES:** As designated by principal

**REPORTS TO:** Principal

**JOB GOAL:** To provide leadership and support to the instructional program as well as plan and implement the objectives of the Title I program.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Collaborate with the principal/leadership team to use student data to identify program needs
2. Assist with identifying the curriculum needs of the faculty
3. Observes classroom instruction and provides peer assistance
4. Provide professional development and modeling for teachers and assistants on best instructional strategies
5. Study, select, and order materials to meet the students' identified needs based on instructional data
6. Collaborate with principal/leadership team to administer Title I funds to support the school plan
7. Organize daily, monthly, and yearly schedules to facilitate teaching and learning opportunities
8. Conduct grade level meetings as assigned or needed and attend all relevant school and district meetings
9. Attend all professional development as needed to lead and support the instructional program
10. Serve as instructional coach for those teachers on a plan of Improvement
17. Provide small group interventions for identified struggling learners
18. Attend meetings as required by MDE for remediation in best practices and trainings related to the areas of deficiency.
19. Demonstrates prompt and regular attendance
20. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
21. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: LIBRARY/MEDIA SPECIALIST**

#### **QUALIFICATIONS:**

1. Bachelor's degree in education and/or related field
2. Valid educational license
3. Experience with instructional technology and/or digital media preferred
4. Appropriate endorsement and/training

**SUPERVISES:** N/A

**REPORTS TO:** Principal

**JOB GOAL:** To provide students with the library materials and services most appropriate and most meaningful in their growth and development as individuals. To provide teachers with materials and services needed to enrich the classroom curricula

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Provides reading enrichment for students
2. Develops short and long-range goals for the media center program
3. Developed and implements policies and procedures for the media center
4. Maintains the media center to be an attractive, functional orderly environment with an atmosphere conducive to learning
5. Works with the technology coordinator to implement the technology plan for the school
6. Manages the library budget including special funds allocated to the library program
7. Provides a balanced, up-to-date collection of both print and non-print materials including technology to support the school's instructional program
8. Classifies, catalogues, processes, and organizes materials for circulation
9. Establishes circulation procedures for easy access to the media center collection and maintains records on the use of its resources
10. Accounts for materials through a yearly inventory and discards/weeds inappropriate, worn-out, or outdated items
11. Assists in the selection, training, supervision and evaluation of clerks, student assistants, and adult volunteers
12. Provides orientation and instruction for students and faculty in the use of the library media center's materials and equipment
13. Assists students and teachers in locating information and resources for research
14. Encourages reading by maintaining an awareness of students' reading interests and by providing guidance in the selection of appropriate materials
15. Works cooperatively with teachers to integrate research, information retrieval skills, and library appreciation into the curriculum
16. Promotes a positive relationship with students, faculty, administration, and community
17. Determines instructional needs within the library media program by consulting with teachers and administrators

**APPROVED: July 11, 2019**

18. Publicizes library media programs and services
19. Distributes written communications to inform teachers of new materials in the media center
20. Develops and communicates goals, objectives, and budgetary needs for the library media program to administrators
21. Provides professional development in the use of information and technology for faculty and staff
22. Attends library conferences/workshops and continuing education courses to keep abreast of new library media trends
23. Participates in professional organizations and activities relating to library media and technology
24. Provides access to professional materials/information for the faculty and staff
25. Demonstrates prompt and regular attendance
26. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
27. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**



## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: MAINTENANCE FOREMAN**

#### **QUALIFICATIONS:**

1. Three years experience as a journeyman in one of the building trades, including one year of supervisory experience preferred
2. Associates Degree or comparable certification(s) desirable
3. Knowledge of methods, materials and equipment used in the various building maintenance specialties, including carpentry, plumbing, painting, electrical, heating and ventilating; building maintenance, repair practices and rules and regulations
4. Ability to read, interpret and work from construction drawings and blueprints; estimate materials and labor costs; layout, direct and control a maintenance work program involving diversified activities; keep records and prepare reports; supervise and establish cooperative working relationships with others
5. Other certifications as deemed necessary by administration

**SUPERVISES:** Electrical, HVAC, Carpentry, and other maintenance staff as designated

**REPORTS TO:** Facilities and Maintenance Supervisor

**JOB GOAL:** Under direction, supervises and personally performs repair and maintenance work on school buildings and equipment; does related work as required. The Maintenance Foreman is responsible for the immediate supervision of the district maintenance department and performs skilled work in one or more of the crafts when not occupied with other assigned duties.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Directs and participates in the work of a maintenance crew, including painting, plumbing, carpentry and electrical craftsmen and helpers
2. Sets performance standards by estimating and auditing work orders and jobs
3. Determines the need for building repairs and maintenance by inspection and by review of work orders
4. Confers with school officials regarding building maintenance
5. Determines priorities and assigns work schedules
6. Makes job cost estimates, including labor and material needs
7. Prepares and reviews plans and specifications for maintenance work
8. Lays out and inspects work of maintenance crew and assists in solving problems which may develop; keeps records and prepares reports
9. Reviews and evaluates the work of maintenance employees
10. Make purchases in accordance with applicable local, state, and/or federal purchasing laws
11. Answers emergency calls at any time and takes appropriate actions to protect and preserve the property of the District
12. Demonstrates prompt and regular attendance
13. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
14. Perform other duties assigned by supervisor

**APPROVED: July 11, 2019**

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### TITLE: MECHANIC

#### QUALIFICATIONS:

1. A satisfactory driving record
2. A satisfactory work record
3. High School graduate or equivalent
4. Currently possess or be willing to obtain a Class B Commercial Driver's License with a "P" and "S" endorsement
5. Knowledge and experience to perform gas and diesel engine tune-ups, complete engine overhauls, general mechanics, and other related duties
6. Experience in body repair of large vehicles
7. Must be insurable by district insurance carrier
8. Must be physically able to lift heavy weights
9. Must be able to communicate effectively with school bus drivers
10. Must be ASE certified or be willing to obtain ASE certification in various areas of expertise

**SUPERVISES:** N/A

**REPORTS TO:** Transportation Supervisor or designee

**JOB GOAL:** To assist the Mechanic and Transportation Supervisor in ensuring the safe operation of all motor vehicles within the district through proper care and maintenance.

#### TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Perform major and minor motor repairs and replacement work on school buses, cars, trucks, and other district equipment
2. Performance of body repairs, including minor body work, painting, glass, and seat repairs
3. Replace valves and seat grinding
4. Braze and weld metals as needed
5. Install rings and bearings and effects proper adjustments
6. Overhauls and repairs carburetors and clutches
7. Tune motors using standard testing equipment, clean and replace spark plugs, and install radiator hoses
8. Repair transmission, differentials, front and rear axle assemblies
9. Take down, repair, and reassemble air compressors, pumps, and related equipment
10. Service vehicles with fuel, oil, air, water, and fluids on a rotational basis
11. Respond to vehicle breakdown emergencies to include nights and possibly weekends
12. Check alignment of wheels
13. Maintain shop area, facilities, and tools in a clean, safe condition
14. Insure proper disposal of oils, fluids, and tires to meet the requirements of the EPA
15. Drive any bus route that may be required as assigned by the Transportation Director
16. Conforms to all state laws and regulations regarding school transportation
17. Demonstrates prompt and regular attendance

**APPROVED: July 11, 2019**

18. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
19. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: NETWORK ADMINISTRATOR**

#### **QUALIFICATIONS:**

##### Training and Experience:

1. Associates or 4-year degree (or commensurate experience/training) and 3-years related experience preferred
2. Knowledge and experience with server operating systems and Active Directory
3. Knowledge and experience with routing, switching, and VOIP systems
4. Strong composition and verbal communication skills

##### Knowledge of:

An ideal candidate would have broad working knowledge of network, VOIP, and server infrastructures.

##### Ability to:

1. Read, interpret, and apply complex documentation for technology systems
2. Communicate effectively with district staff
3. Coordinate a variety of activities simultaneously
4. Collect, organize, and analyze data for district systems

**SUPERVISES:** Not applicable

**REPORTS TO:** Director of Technology

**JOB GOAL:** Under the general supervision of the Director of Technology, this position provides a robust network, server, and digital device environment in order to facilitate the efficient and effective use and integration of technology in the district's administrative and educational processes to help increase administrator, teacher, and student knowledge of technology and its appropriate use as a learning tool.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Maintenance and configuration of virtualization cluster hosts and virtual machines
2. Creation and deletion of user accounts in Active Directory and Google Apps
3. Scripting for automation of data transfers, system imports, etc.
4. Implementation, configuration, and monitoring all network wired and wireless infrastructure (physical and logical) and planning for future capacity increases
5. Implementing, scheduling, and testing system backups
6. Configuration and deployment of lab environments
7. Developing management policies for all end-user machines
8. Troubleshooting technology-related systems with interaction with vendors and service providers
9. Knowledge and experience with DHCP, DHCP failover, DNS, Microsoft MPS (or Radius servers in general,) WSUS (Windows Update Server, WDS (Windows Deployment Services and SCCM,) and Active Directory Group Policy, Sites and Services replication
10. Knowledge and experience with firewall and network security best practices
11. Perform basic duties and functions of an IT Technician for the District Office

**APPROVED: July 11, 2019**

12. Demonstrates prompt and regular attendance
13. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
14. Perform other duties assigned by supervisor

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: NURSE**

#### **QUALIFICATIONS:**

1. Licensed as a Registered Nurse in the State of Mississippi
2. Other qualifications as deemed appropriate by administration

**SUPERVISES:** N/A

**REPORTS TO:** Director of Exceptional Children and Health Services

**JOB GOAL:** To provide health services to all students

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Assists teachers, principals, and administrators in developing school health program
2. Conducts school health programs of physical examinations, hearing screenings, and vision screenings
3. Provides and/or supervises care for students with special needs
4. Observes students on a regular basis to detect health needs
5. Instructs teachers on screening students for health defects
6. Reports to parents, school personnel, physicians, clinics, and other agencies on student health matters
7. Administers first aid in accordance with established first aid procedures
8. Makes recommendations/referrals on health needs of individual students
9. Implements policy on exclusion and readmission of students in connection with infectious and contagious diseases
10. Participates in staff development programs
11. Demonstrates prompt and regular attendance
12. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
13. Perform other duties assigned by supervisor

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: OFFICE MANAGER/PURCHASING CLERK**

#### **QUALIFICATIONS:**

1. High School graduate
2. Strong organizational skills
3. Ability to multitask
4. Experience in secretarial and bookkeeping procedures
5. Ability to operate a computer and enter data

**SUPERVISES:** Designated by Chief Financial Officer

**REPORTS TO:** Chief Financial Officer

**JOB GOAL:** Prompt and accurate handling of all purchasing/accounts payable matters

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Supervises all business office staff as assigned by the Chief Financial Officer
2. Accounts for all financial transactions of the District
3. Sets up bid calendars, prepares bids/quotes for all supplies equipment purchases for the district
4. Coordinates all purchases
5. Receives and verifies all purchase orders received from schools and departments
6. Receives, tabulates and prepares for action all bids of the district
7. Responsible for initially verifying that purchases are within the laws and regulations/policies of the State and Board of Trustees
8. Oversees and is responsible for the general day-to-day operations of the Business Office
9. Checks, codes and posts all the requisitions of the District
10. Responsible for entering completed purchase orders into system to provide timely payment of all cafeteria invoices and maintain paid invoice files for cafeteria/for service
11. Assist other department personnel as appropriate and necessary
12. Demonstrates prompt and regular attendance
13. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
14. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**



## **HATTIESBURG PUBLIC SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: PAINTER**

#### **QUALIFICATIONS:**

1. Any combination of education and experience providing the required skill and knowledge for successful performance
2. Possess a working knowledge of the occupational hazards and standard safety precautions governing normal products and chemicals of the industry
3. Ability to determine the quantity and quality of paint and to make correct estimates of time and materials for required projects
4. Ability to understand and follow oral and written instructions and the ability to erect and work from scaffolding
5. Skilled in the application of varnishes and paints by brush, roller or spray gun
6. Skilled in mixing and matching of paints and stains
7. Skilled in human interpersonal relationships
8. Valid Mississippi driver's license preferred

**REPORTS TO:** Facility and Maintenance Supervisor

**JOB GOAL:** To maintain campus appearance to maximize presentation to visitors, the community, students and employees

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Applies coats of paint, varnish, stain, enamel or lacquer to decorate and protect interior or exterior surfaces, trimmings and fixtures
2. Mixes and matches paint colors to obtain desired color and consistency
3. Prepares surfaces for painting – removes old paint from surfaces, conditions surfaces and fill nail holes, cracks and joints with filler
4. Removes graffiti using proper materials and equipment
5. Applies paint using brushes, spray guns or paint rollers
6. Erects scaffolding and set up ladders to perform required tasks
7. Makes accurate estimates of paint, materials and time for job assigned
8. Protects all supplies, tools and equipment
9. Maintains file of paint used
10. Demonstrates prompt and regular attendance
11. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
12. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### TITLE: PAYROLL CLERK

#### QUALIFICATIONS:

1. Minimum high school graduate (Associates in business or accounting preferred)
2. Strong organizational skills
3. Ability to multitask
4. Experience in secretarial and bookkeeping procedures
5. Ability to operate a computer and data entry
6. Payroll/human resource experience required

**SUPERVISES:** N/A

**REPORTS TO:** Chief Financial Officer

**JOB GOAL:** Prompt and accurate handling of all payroll related matters

#### TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Prepares and processes payroll information through the computer, including loading documents, deduction corrections and adjustments to information that is already in the computer system
2. Processes W-4 forms for all personnel
3. Processes time reporting documents for all pay locations, verifying accuracy and balancing absences and substitute days
4. Maintains and checks vacation and sick leave balances on employees in accordance with established policy
5. Processes and distributes the completed payroll in accordance with the payroll schedules
6. Processes and balances time reporting documents, payroll checks, and deductions on payroll checks
7. Answers questions concerning time reporting documents, payroll checks, and deductions on payroll checks
8. Fills out various forms dealing with wages and deductions as follows: Retirement, Social Security, Welfare, Unemployment, and Answer to Garnishment
9. Prepares W-2 payroll forms
10. Files monthly, quarterly and annual reports
11. Updates all certified and classified salaries at the beginning of each school year
12. Processes all payroll/personnel changes during the current school year
13. Assists other department personnel as appropriate and necessary
14. Demonstrates prompt and regular attendance
15. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
16. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

**HATTIESBURG SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: PERSONNEL SPECIALIST (EMPLOYEE BENEFITS AND COMPENSATION)**

**QUALIFICATIONS:**

1. Ability to review, interpret, and write highly technical information
2. Strong written and verbal communication skills
3. Strong organizational skills
4. Ability to multitask
5. Experience in human resources management or related work
6. Ability to operate a computer and enter data

**SUPERVISES:** N/A

**REPORTS TO:** Assistant Superintendent of Organizational Support

**JOB GOAL:** To assist the Assistant Superintendent of Organizational Support by providing technical support to the administration of district personnel policies and procedures.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Working closely with district personnel office, school records' clerks, and special services department personnel
2. Creating reports for district reporting and decision-making
3. Maintain personnel files on all active and inactive employees
4. Process leave requests
5. Develop spreadsheets on all personnel salaries
6. Assist with drafting salary schedules
7. Calculate sick leave and salary deductions on employees when use more than allowable sick leave
8. Calculate final pay for employees who resign or retire
9. Maintain continuous communication with the Business Office relative to any salary changes on licensed personnel
10. Prepare E.E.O.C. reports as may be required
11. Complete retirement applications on all personnel
12. Conduct studies relative to comparison of other school district's' personnel policy and procedure
13. File state department reports
14. Coordinate with Workers' Comp to monitor employees welfare to ensure job readiness
15. Demonstrates prompt and regular attendance
16. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
17. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: PERSONNEL SPECIALIST (Classified)**

#### **QUALIFICATIONS:**

1. Ability to review and interpret highly technical information
2. Write technical training guides/manuals
3. Strong written and verbal communication skills
4. Strong organizational skills
5. Ability to multitask
6. Experience in secretarial and bookkeeping procedures
7. Experience and/or training in computer technology, educational technology, or network engineering
8. Perform basic math

**SUPERVISES:** N/A

**REPORTS TO:** Assistant Superintendent of Organizational Support

**JOB GOAL:** Provide technical support to the administration of district personnel policies and procedures and tasks given to the general operation of the school district.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Working closely with district personnel office, school records' clerks, and special services department personnel
2. Creating reports for district reporting and decision-making
3. Maintain personnel files on all active and inactive employees
4. Process leave requests
5. Process applications for hiring and credentialing of all licensed/classified staff and certified staff
6. Post classified vacancies as they occur/needed
7. Input and maintain demographic data base and Personnel Report for MDE & MSIS
8. Ensure compliance of accreditation for MDE
9. Process unemployment claims on all personnel (classified)
10. Process non-certified applicants for both employment and termination of employment
11. File state department reports
12. Receives incoming calls from prospects concerning possible employment
13. Maintain list of teacher assistant/aids, maintenance, child nutrition, tutors and transportation applicants by name, race, sex, and date of application
14. Ensures that all applicants meet compliance with I-9 (Employment Eligibility Verification Form)
15. Coordinate with principals to aid in the replacement of classified personnel
16. Prepare substitute teacher list for teacher assistants
17. Input of purchase orders for the office
18. Complete retirement applications on all personnel
19. Input and maintain demographic data base for marathon
20. Input and maintain the personnel report for MSIS (Classified Staff)

**APPROVED: July 11, 2019**

21. Process travel request for the department
22. Process Family and Medical Leave Act Forms for all employees
23. E-verify all classified staff
24. Process check request
25. Maintain the inventory for the department
26. Coordinates and conducts fingerprinting for all employees
27. Submits department absentee report
28. Complete the verification of experience for classified staff
29. Demonstrates prompt and regular attendance
30. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
31. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: PERSONNEL SPECIALIST**

#### **QUALIFICATIONS:**

1. High school diploma required
2. Ability to review and interpret highly technical information
3. Write technical training guides/manuals
4. Perform basic math
5. Experience and/or training in computer technology, educational technology, or network engineering

**SUPERVISES:** N/A

**REPORTS TO:** Assistant Superintendent of Organizational Support

**JOB GOAL:** To assist the Assistant Superintendent of Organizational Support by providing technical support to the administration of district personnel policies and procedures and tasks given to the general operation of the school district.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Coordinate and administer pre-employment process for employees
2. Coordinate and administer employee change of status for resignations, change in positions, school, salary, terminations, license upgrades or any other changes in employment status.
3. Coordinates and administers the on boarding process for substitutes
4. Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages
5. Assists with employment process (e.g. callbacks, scheduling interviews, entering information into computer, maintaining current applications, assisting with applicant searches, notification, new teacher orientation/induction, career fairs, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines
6. Assists with new employee orientation (e.g. introducing personnel, payroll, and benefit policies, assisting with enrollment forms, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes
7. Attends meetings, workshops and seminars for the purpose of gathering information required to perform functions
8. Compiles data from a variety of sources (e.g. applicants, employees, outside agencies, etc.) for the purpose of complying with financial, legal and/or administrative requirements
9. Maintains a variety of employment files and records, (e.g. applicants, test scores, fingerprinting tracking records, highly qualified, job descriptions, etc.) for the purpose of compiling pertinent employee information, ensuring accuracy of employee's records, maintaining eligibility for position and complying with mandated requirements

**APPROVED: July 11, 2019**

10. Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, filing, collating, data entry, calculating, verifying, etc.) for the purpose of supporting department staff.
11. Prepares a variety of reports and related documents (e.g. classified and certificated reports, purchase orders, supply requisitions, recruitment packages, Human Resources newsletter, etc.) for the purpose of providing documentation and information
12. Processes documents and materials (e.g. applications, photographs of employees and identification cards, fingerprinting, employment verification, etc.) for the purpose of developing and disseminating information to appropriate parties
13. Receives items within the office (e.g. mail, messages, application packets, packages, supplies, etc.) for the purpose of ensuring receipt and delivery to addressee. Assist with employment process
14. Processing employee CEU credits and monitoring employee license status via ELMS
15. Process leave requests
16. Process applications for hiring of all non-licensed staff (secretaries, custodians, teacher assistants, maintenance, bus drivers, cafeteria)
17. Input and maintain demographic data base and Personnel Report for MDE & MSIS
18. Ensure compliance of accreditation for MDE
19. Post vacancies as they occur/needed
20. Input and maintain demographic data base
21. Ensures personnel documents are complete and accurate.
22. Ensures personnel board reports are complete and accurate
23. Processes unemployment claims on all personnel and participates in unemployment claim hearings as requested.
24. Demonstrates prompt and regular attendance
25. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
26. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: PLC CHAIR**

#### **QUALIFICATIONS:**

1. At least 1 year experience teaching at school site and 3 years of total teaching experience preferred
2. Be committed to professional growth and development
3. Demonstrate a willingness to listen, support, and encourage new teachers
4. Has knowledge of best practices, instructional strategies, classroom management and behavior management
5. Serve as a role model for promoting effective instruction and professionalism
6. Demonstrate a willingness to share resources, materials and expertise
7. Demonstrate respect for children, colleagues, parents and school leadership
8. Have excellent facilitation, organizational and oral and written communication skills
9. Valid educational license
10. Appropriate endorsement and/training for assigned course(s)

**SUPERVISES:** As designated by principal

**REPORTS TO:** Principal

**JOB GOAL:** The PLC Chair is a coach and mentor to an assigned group of teachers and facilitates their professional learning community.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Plan and facilitate PLC meetings focused on discussion and evaluation of student growth and teachers' use of new instructional strategies
2. Advise and support team teachers with strategies and instructional skills to meet the specific needs of teachers and students
3. Observe and provide peer assistance and coaching through informal observations
4. Provide the necessary information, encouragement and support for PLC team development
5. Coordinate with support staff (i.e. principals, academic coaches, interventionists, department chairs, counselors, etc.) to meet school and classroom needs
6. Team teach, provide demonstration lessons, provide staff development with colleagues by request
7. Assist in developing and implementing standards based curriculum at the team level
8. Assist in analyzing school and teacher/ student achievement data
9. Provide input regarding curriculum and assessment planning at the school-wide level
10. Communicate effectively with colleagues while coaching, listening, teaching, encouraging and demonstrating research-based practices
11. Attend all professional development required by the district to lead and support the instructional program
17. Attend meetings as required by MDE for remediation in best practices and trainings related to the areas of deficiency

**APPROVED: July 11, 2019**



18. Demonstrates prompt and regular attendance
19. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
20. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** At-will agreement not to exceed \$2,000; Subject to the availability of local, state, and/or federal funds.

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG PUBLIC SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: PLUMBER**

#### **QUALIFICATIONS:**

1. Knowledge of pneumatic controls, air compressors, boiler controls and water heating controls
2. Knowledge of the tools, equipment, materials, methods and practices of the plumbing trade and plumbing codes
3. Knowledge of the hazards and safety precautions of the trade
4. Ability to work from sketches, blueprints and specifications
5. Ability to prepare and follow verbal and written instructions
6. Ability to make accurate estimates of time and materials needed for projects or jobs
7. Skilled in the use of tools, materials and equipment of the plumbing trade according to standards, practices or codes
8. Valid Mississippi driver's license preferred

**SUPERVISES:** N/A

**REPORTS TO:** Facility and Maintenance Supervisor

**JOB GOAL:** To insure that all facilities meet the highest standards of plumbing services that insure health, safety and efficiency in operation for the students and personnel that these facilities serve

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Install, maintain and repair water lines, sewer lines, lavatories, commodes and other fixtures, gas lines, steam lines, and steam fixtures in buildings
2. Identifies the location of all water and gas shut-off valves
3. Repair old plumbing, replace leaking water faucets and fixtures, and unstop clogged drains
4. Install restroom and kitchen dispensers as needed
5. Replace boiler certificates as required by state and federal guidelines
6. Install and maintain water lines, backflow preventers, sewer and gas systems, valves, gates and hydrants
7. Responsible for proper use and care of all tools, equipment and vehicles
8. Exercise proper safety precautions and follow all codes and regulations
9. Demonstrates prompt and regular attendance
10. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
11. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: PRINCIPAL**

#### **QUALIFICATIONS:**

1. Minimum of AA certificate in Administration and Supervision
2. Five years of successful school administrative experience preferred
3. Evidence of administrative capabilities including, but not limited to previous administrative assignments

**SUPERVISES:** Teaching and classified staff, students, buildings and equipment, instructional and disciplinary programs, building and facilities management, fiscal management, and public relations activities at assigned job site

**REPORTS TO:** Superintendent or designee

**JOB GOAL:** To provide on-site administration and execution of the district goals, educational programs, policies, and regulations; development of school mission, goals and objectives; allocation of financial and human resources within school programs in accordance with budgetary requirements; and facilitation of cooperative community relations to ensure the quality of instruction for all students in a safe and healthy environment.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Administers and submits records, plans, and reports as required by the district, State Department of Education, and federal guidelines
2. Devises, implements, and articulates a strategic plan for achieving school goals
3. Attends school board, district, staff, and other meetings and serves on committees
4. Communicates policies, procedures, and expectations to faculty, staff, students, and parents
5. Conducts all pupil promotion and retention activities in the school under guidelines established by the district Board of Trustees
6. Coordinates and develops the overall instructional activities and plans within the school in accord with district administrative guidelines/expectations and state accreditation standards
7. Develops programs to include teacher, student, and community input into the decision-making process
8. Supports and implements the district's instructional management plan and professional development plan
9. Ensures that classroom teachers manage the classroom in such a manner as to facilitate pupil learning
10. Evaluates instruction
11. Formulates (frames) the school's mission and objectives related to district goals
12. Has an organized system of commending staff and students, both individually and collectively, for accomplishment
13. Informs staff of their duties and responsibilities
14. Inspects the site and reports needs (ensures cleanliness, etc.)

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15. Maintains inventories
16. Maintains student discipline
17. Manages and supervises school activities to avoid interruption of the school day
18. Organizes and supervises student services (registration, scheduling, programming, attendance, grade reports, guidance reports, and local, state, and federal reports)
19. Participates in local organizations and groups (such as memberships, presentations, attendance, etc.)
20. Provides a systematic method of collective data on attendance, behavior, course performance, and other academic indicators
21. Provides collegial/collaborative structure for decision making through supportive internal and external relationships (such as P-16 councils, PLCs, PTAs, etc.)
22. Provides for the health, safety, and welfare of staff and students at all times
23. Provides formal opportunities for students, parents, teachers, administrators, business, and professional leaders to give input in planning school performance goals and academic incentives
24. Provides specific training activities to help classroom teachers and support staff improve instructional practice were found to be inadequate
25. Purchases supplies and instructional support materials in quantity adequate to carry out the intent of the local instructional management plan
26. Recommends, supervises, and evaluates personnel
27. Supervises extracurricular activities
28. Uses funds properly to maintain equipment and supplies
29. Demonstrates prompt and regular attendance
30. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
31. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG PUBLIC SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: Print Shop Worker**

#### **QUALIFICATIONS:**

1. High School graduate
2. Strong written and verbal communication skills
3. Strong organizational skills
4. Ability to multitask
5. Experience in secretarial and bookkeeping procedures
6. Ability to operate a computer print and design programs

#### **SUPERVISES: N/A**

#### **REPORTS TO: Communications and Engagement Coordinator**

#### **JOB GOAL:**

To duplicate materials required by school personnel and volunteers for instructional and administrative functions including: instructional materials, conferences, special events, meetings, etc. and delivering completed materials within established timelines.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Answers questions from district employees and vendors for the purpose of providing general information and/or status inquiries
2. Assists district employees, parents, board members, etc. with the design and production requirements for duplicating jobs (e.g. recommend paper, review layout, evaluate costs, etc.) for the purpose of meeting requester's needs in the most cost effective and viable manner
3. Calculates resource requirements (e.g. preparation and production time and labor and material costs, etc.) for the purpose of itemizing printing costs and establishing workload priorities
4. Inspects completed jobs for the purpose of ensuring work meets requested specifications, quality standards and quantity requirements
5. Maintains printing machines, high speed copying machine, equipment, tools, supplies and work area for the purpose of ensuring a safe work environment and the availability of equipment and supplies required to complete work requests
6. Maintains work production and recharge records (manual and computer) for the purpose of projecting equipment and supply requirements and ensuring the accuracy of departmental billing
7. Performs minor repairs and routine maintenance for the purpose of maintaining bindery machines and equipment in good working condition
8. Performs standard maintenance and minor repair of offset and duplications office equipment and coordinates its repair (e.g. ink systems, moisture systems, pressures, paper paths, bindery equipment, etc.) for the purpose of ensuring availability of equipment as needed
9. Prepares completed jobs (e.g. binding, collating, shrink-wrapping, etc.) for the purpose of

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packaging jobs for distribution

10. Prints a variety of materials (e.g. booklets, forms, letters, etc.) for the purpose of providing duplicated materials in accordance with work request specifications
11. Prints a wide variety of forms, catalogs and documents (e.g. multicolor reports, announcements, forms, letterhead, fliers, pamphlets, etc.) for the purpose of providing materials needed by school personnel for instruction, conferences, special events and meetings
12. Reviews materials submitted for duplication (e.g. spelling, layout, paper-request, etc. ) for the purpose of correcting errors, avoiding unnecessary expenses and meeting requester's needs
13. Schedules requests for duplicating services received from school site staff (e.g. bulletins, newsletters, booklets, and special requests, etc.) for the purpose of ensuring availability of completed materials by requested completion date
14. Demonstrates prompt and regular attendance
15. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
16. Perform other duties assigned by supervisor

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by the Board of Trustees

**EVALUATION:**

Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### TITLE: PSYCHOMETRIST

#### **QUALIFICATIONS:**

1. A valid Mississippi certification in school psychometry
2. Other qualifications as deemed appropriate by administration

#### **SUPERVISES:** N/A

#### **REPORTS TO:** Director of Exceptional Children and Health Services

**JOB GOAL:** To provide competent, effective assessment services so as to promote the educational development of each student for whom they are responsible

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Reviews the referral packet on each child who has been referred for a comprehensive assessment to determine the appropriate individualized test to be administered in accordance with MDE regulations and serve as chairman of the special education assessment team
2. Administers individualized tests and compile the required records, reports, and test data prescribed for submission to the screen team in conjunction with at least one other assessment team member
3. Participates in parent and assessment team meetings to determine based on data collected if child meets eligibility criteria for special education according to MDE guidelines
4. Maintain case records on all students referred for a comprehensive assessment
5. Maintains records on the status of students involved in the "Referral-to-Placement" process through weekly reporting to the Special Services Director
6. Coordinates and schedule testing to ensure district compliance with mandatory timelines on initial referrals and reevaluations
7. Assists building level administrators in making referrals to outside agencies when appropriate
8. Prepares and submit requisitions for testing materials to the special services director
9. Reviews testing materials on a yearly basis
10. Keeps abreast of federal, state, and local guidelines and regulations related to the identification, evaluations, and FAPE of exception student
11. Conducts intellectual evaluations for Gifted Referrals
12. Prepares and submit assessment team reports for all eligible gifted students
13. Acts as a liaison for the Hattiesburg School District with outside agencies
14. Participates in IEP meetings and Parent conferences when necessary
15. Demonstrates prompt and regular attendance
16. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
17. Performs other duties assigned by supervisor

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: RECEPTIONIST**

#### **QUALIFICATIONS:**

1. High School graduate
2. Typing and computer skills
3. Strong written and verbal communication skills
4. Strong organizational skills
5. Ability to multitask

#### **SUPERVISES:** N/A

#### **REPORTS TO:** Assistant Superintendent of Organizational Support

**JOB GOAL:** This position is responsible for the professional and efficient managing of visitors, consumers, telephone calls and messages, as well as a variety of clerical duties that support office support functions, including word processing and filing; and perform related duties as assigned.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Manages the site's lobby area
2. Ensures completion of paperwork, sign-in, and security procedures
3. Greets visitors, handles incoming calls, and performs general clerical duties
4. Monitors time clock system
5. Assists other administrative staff with overflow work, to include, but not limited to, including word processing and data entry
6. Supplies information to callers, relays messages, and announces visitors
7. Performs basic clerical tasks, such as systematically arranging letters, memoranda, invoices, and other indexed documents according to an established system
8. Sorts and routes incoming and outgoing materials; may require computer and data entry skills
9. Completes teacher verification forms
10. Processes and submits unused leave to PERS
11. Processes incoming and outgoing postal mail
12. Orders supplies for the postage meter and district badges
13. Assists with the posting of certified and classified vacancies
14. Processes loan forgiveness paperwork
15. Processes leave request forms for classified and certified personnel
16. Orders district I.D. Badges
17. Demonstrates prompt and regular attendance
18. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
19. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**APPROVED: July 11, 2019**



**EVALUATION:** Annually

**HATTIESBURG SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: SCHOOL RESOURCE OFFICER**

**QUALIFICATIONS:**

1. Good physical health
2. Meet Mississippi State Law Certification and State Law Enforcement Criteria
3. Good organizational and communication skills (oral and written)
4. Such other qualifications as may be set by the administration

**SUPERVISES:** N/A

**REPORTS TO:** Chief School Resource Officer

**JOB GOAL:** To provide a safe and secure learning environment for all students and personnel of the Hattiesburg Public School District and enhance the relationship between law enforcement and the Hattiesburg Public School District community.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Subject to call at all times in case of special needs or emergency
2. Reports for duty physically fit, mentally alert, neatly and properly groomed, with the prescribed uniform and equipment
3. Acquires and records information concerning events that have taken place since their last briefing
4. Records activity during their tour of duty in prescribed manner
5. Uses the vehicle assigned to them in the most safe and economical manner, avoiding hazardous or careless operation
6. Devotes the maximum possible time to performance of their basic duties, remaining in the police station only when necessary
7. Completes and submits reports of crime, motor vehicle accidents, and other incidents in conformity with established procedures
8. Enforces traffic laws and ordinances and seek to eliminate conditions interfering with the safe and expeditious movement of vehicles and pedestrians
9. Insures civil treatment and the protection of the rights of all persons within the scope of their authority
10. Completes the 40 hour MDE school Resource officer training
11. Completes assigned duties of school safety planning, enforcement activities, classroom instruction in areas of expertise and counseling referral of students
12. Checks affidavits of students living within the district and living outside the district
13. Performs background checks of all intended employees
14. Demonstrates prompt and regular attendance
15. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
16. Performs other duties as assigned

**APPROVED: July 11, 2019**

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: SCHOOL SAFETY ASSISTANT**

**QUALIFICATIONS:**

1. High school diploma or equivalent
2. Have excellent integrity and demonstrate moral character and initiative
3. Ability to stand and walk for long periods of time

**SUPERVISES:** N/A

**REPORTS TO:** High School Principal in conjunction with Chief SRO

**JOB GOAL:** Promote school safety and physical security

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Patrols and monitors hallways, stairwells, restroom facilities, outside facilities, and other public and unsupervised places of the school to ensure the safety and well-being of students and staff and the security of the facility
2. Ensures a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations.
3. Assists with supervision in the breakfast and lunch periods and with morning arrival and afternoon dismissal of students.
4. Escorts disruptive students from classes when needed.
5. Assists the professional staff, SROs, and emergency personnel in handling emergencies or disruptive situations.
6. Recognizes unauthorized visitors and escort them to exits.
7. Report any discipline infractions, unauthorized visitors, and acts of vandalism to the building administration
8. Notifies immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids
9. Participates in appropriate in-service and workshop programs.
10. Demonstrates prompt and regular attendance
11. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
12. Perform other duties assigned by supervisor

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

**HATTIESBURG PUBLIC SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: SCHOOL SITE PUBLIC RELATIONS/COMMUNICATION LIAISON**

**QUALIFICATIONS:**

1. Eligible to receive supplement
2. Strong computer skills
3. Strong grammar and writing skills

**SUPERVISES:** N/A

**REPORTS TO:** Principal in conjunction with District Communication and Engagement Coordinator

**JOB GOAL:** Improve the consistency of communication at each school site by providing accurate and timely information to the school community

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Keeps the principal informed of all communication
2. Publishes newsletters at least twice a month
3. Updates school websites weekly or as needed
4. Attends professional development as required by the District
5. Ensures pertinent school information is shared with District Communication Coordinator in a timely manner (once per week or as needed)
6. Ensures school functions are publicized
7. Makes appropriate social media updates
8. Demonstrates prompt and regular attendance
9. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
10. Perform other duties assigned by supervisor

**TERMS OF EMPLOYMENT:** Performs task outside of normal work duties

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: SECRETARY- ACADEMIC PROGRAMS**

#### **QUALIFICATIONS:**

1. High School graduate
2. Strong written and verbal communication skills
3. Strong organizational skills
4. Ability to multitask
5. Experience in secretarial and bookkeeping procedures
6. Ability to operate a computer and enter data

**SUPERVISES:** N/A

**REPORTS TO:** Supervising Administrator

**JOB GOAL:** To perform those tasks necessary to assure the successful operation of Academic Programs

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Relieves administrator of office details
2. Coordinates and schedules appointments, meetings, travel arrangements, and greet guests
3. Assists in the preparation of office and departmental budgets
4. Prepares correspondence, memorandums, reports, papers, and project narratives as required
5. Works closely with school secretaries, coordinators, and other personnel as directed
6. Coordinates general office work
7. Maintain files of all information pertinent to the operation of the office
8. Exhibits good communication with offices, schools, and parents
9. Receives and reviews incoming correspondence, reports, and similar documents
10. Demonstrates prompt and regular attendance
11. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
12. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: SECRETARY- ATHLETICS**

#### **QUALIFICATIONS:**

1. Possess a High School education with athletic background experience preferred
2. At least three (3) years of successful administrative assistant experience preferred
3. Knowledge with computers and basic software programs for word processing, spreadsheets, and databases
4. Knowledge of District operations – policies, rules, and regulations
5. Enrollment and transfer policies for all levels – preschool through high school
6. Knowledge of Mississippi Code Ann. Section 37-15-31
7. Ability to Read, interpret and apply complex rules and regulations
8. Ability to Communicate effectively with staff, parents, school sites, community, members and government agencies
9. Ability to Coordinate a variety of sports activities at different sites
10. Ability to Collect, organize and analyze student data, utilizing productivity tools such as Excel, Powerpoint and other planning tools.

**SUPERVISES:** N/A

**REPORTS TO:** Executive Director of Student Activities and Services

**JOB GOAL:** Assist the Executive Director of Student Activities and Services in overseeing the daily operations of the Athletic Department and Student Services.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Meet and greet all visitors courteously, determines needs, and directs or escorts them to appropriate person
2. Receive and routes incoming calls
3. Assists the director of student activities in arranging officials and security at home sports activities and sends a list to these agencies for their records.
4. Assist the director of student activities in distributing insurance envelopes and related information to each school principal and assist parents in filing claims.
5. Prepares check request to the business office for any funds needed for the daily operations of the athletic and student services departments.
6. Assists director of student activities and coaches in typing and compiling schedules and team rosters.
7. Reports all athletic schedules to the director of student activities, Mississippi High School Athletic Association, school principals (MHSAA), and assigning secretaries.
8. Sends schedule changes made before and during the season to the director of student activities, MHSAA, school principals, and assigning secretaries.

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9. Assign ticket sellers, ticket takers, clock operators, scorekeepers, and P. A. Announcer for all athletic events except football.
10. Performs game administrator duties as needed for athletic events.
11. Creates and distributes athletic event calendar to school principals, school security, event workers, and assigning secretaries.
12. Prepares and delivers money and ticket boxes for all games.
13. Verifies game balance sheets prepared by ticket sellers.
14. Prepares deposits from game receipts and transports to the bank.
15. Prepares transmittal reports monthly of all deposits in the athletic department for the business office.
16. Prepares referee sign-in sheets for each athletic event and submits the sheets to the business office for payment.
17. Maintains the data input for student athletes' eligibility in MHSAA data system (c2cschools.com).
18. Attends the required training session for MHSAA data system (c2cschools.com) annually.
19. Generates all annual dues and fees to MHSAA along with game security plans for the high school and the middle school.
20. Sends school administration and coaches contact information to MHSAA and District VIII secretary annually.
21. Informs coaches of budget allocation for assigned sports.
22. Assists in maintaining budget allocation for each sport and team.
23. Generates purchase orders for the director of student activities and for each sport.
24. Maintains a pool of students for random drug screenings.
25. Prepares timesheets monthly and hourly personnel and submits the data to the payroll department at the appropriate time.
26. Organizes and sells All Seasons Sports Passes for all sports.
27. Orders tickets and passes for all sporting events including football, volleyball, basketball, softball, soccer, baseball, track, special events, and VIP and parking passes.
28. Assists in coordinating college signing days for each sport.
29. Distributes At-Will Agreement Contracts to coaches.
30. Collects, organizes, and distributes pertinent information for student inter-district transfers, intra-district transfers, tuition, and affidavits.
31. Distributes information about the enforcement of rules and regulations through established actions and penalties that are clearly stated and given to parents and students.
32. Prepares and sends documentation to the parents about expulsions to Mary Bethune Alternative School.
33. Prepares and sends documentation to the parents about expulsions from Hattiesburg Public School District.
34. Provides information to parents and students about due process policy.
35. Informs parents of the time and location of due process hearing.
36. Collects and organizes information and evidence needed for a due process hearing.
37. Maintains files for all police reports about crime, motor vehicle accidents, and other incidents in the Hattiesburg Public School District.
38. Demonstrates prompt and regular attendance
39. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
40. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**APPROVED: July 11, 2019**

**EVALUATION:** Annually

**HATTIESBURG SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: SECRETARY- EARLY CHILDHOOD CENTER**

**QUALIFICATIONS:**

1. High School graduate
2. Strong organizational skills
3. Ability to multitask
4. Experience in secretarial and bookkeeping procedures
5. Ability to operate a computer and enter data

**SUPERVISES:** N/A

**REPORTS TO:** Director of Federal Programs

**JOB GOAL:** Assist the Director of Federal Programs in overseeing the daily operations of the Early Childhood Center.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Assist child care centers and Pre-K classes with computer instruction, coordinates student and community computer training, and maintains the computer labs throughout the building
2. Conducts outreach to engage parents in their children's education
3. Maintains ongoing contract with community organizations that are involved with providing services to the school's education programs
4. Organizes back-to-school and other events to increase parental and community involvement and creates a welcoming school environment to parents
5. Assists in all programs at the Harper-Wallin Family Education Center.
6. Assist other department personnel as appropriate and necessary
7. Demonstrates prompt and regular attendance
8. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
9. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

**HATTIESBURG SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: SECRETARY-EXCEPTIONAL CHILDREN HEALTH SERVICES**

**QUALIFICATIONS:**

1. High School graduate
2. Strong written and verbal communication skills
3. Strong organizational skills
4. Ability to multitask
5. Experience in secretarial and bookkeeping procedures
6. Ability to operate a computer and enter data

**SUPERVISES:** N/A

**REPORTS TO:** Director of Exceptional Children and Health Services

**JOB GOAL:** To perform those tasks necessary to assure the successful operation of the Office of Exceptional Children and Health Services

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Relieves administrator of office details
2. Prepares correspondence, memorandums, reports, papers, and project narratives as required of and developed by the Director
3. Enters monthly Homeless student information in MSIS
4. Works closely with school secretaries, coordinators, and other personnel
5. Coordinates general office work
6. Maintains files of all information pertinent to the operation of the office
7. Exhibits good communication with offices, schools, and parents
8. Receives and reviews incoming correspondence, reports, and similar documents
9. Identifies communication and determine priority items which require the personal and immediate attention of the Director
10. Demonstrates prompt and regular attendance
11. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
12. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**



**HATTIESBURG PUBLIC SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: SECRETARY-FACILITIES**

**QUALIFICATIONS:**

1. High school graduate
2. Fundamental knowledge of financial record keeping
3. Knowledge of modern office methods, applications, and practices
4. Proper English usage, grammar, spelling and punctuation
5. Ability to work independently in the absence of direct supervision
6. Ability to analyze situations accurately and take effective action
7. Ability to communicate effectively with others
8. Ability to handle emergency situations calmly and effectively
9. Ability to maintain accurate records as required
10. Skill to type 50 words per minute
11. Skill to follow verbal and written instructions
12. Skill to maintain efficient filing of records
13. Skill to maintain effective working relations with administrative personnel and staff

**SUPERVISES:** N/A

**REPORTS TO:** Facility and Maintenance Supervisor

**JOB GOAL:** To insure the efficient operations of the office for school maintenance and to assist the maintenance department in providing fast, efficient customer service to all sites

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Assists in monitoring annual budget for maintenance department
2. Initiates and maintains a variety of files and records of information such as attendance, budget, production and cost records
3. Issues purchase orders and process requisitions and send to the accounting department
4. Answers telephone and radio
5. Takes incoming calls including emergencies, record nature of call on work order and determine which trade will be responsible (consult Director of Operations if needed) and dispatch technician (s) to the site
6. Schedules facility requests
7. Assists with 16<sup>th</sup> Section record keeping
8. Demonstrates prompt and regular attendance
9. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
10. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**APPROVED: July 11, 2019**

**EVALUATION:** Annually

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: SECRETARY- FEDERAL PROGRAMS**

**QUALIFICATIONS:**

1. High School graduate
2. Strong written and verbal communication skills
3. Strong organizational skills
4. Ability to multitask
5. Experience in secretarial and bookkeeping procedures
6. Ability to operate a computer and enter data

**SUPERVISES:** N/A

**REPORTS TO:** Director of Federal Programs

**JOB GOAL:** To perform those tasks necessary to ensure the successful operation of Federal Programs

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Bookkeeper for Title I, II, III, IV, IX Neglected and Delinquent, and School Improvement Grants
2. Assists the director with ensuring all spending is in compliance with state and federal regulations
3. Keeps abreast of current laws governing all grants by attending state meetings
4. Receives and evaluates requisitions from personnel for purchases funded federally
5. Recommends expenditures that are in compliance with federal guidelines
6. Disseminates information concerning Title I programs (example Pre-K or Homeless) to teachers and parents of students participating in the program
7. Accounts for all federally funded equipment across the district
8. Prepares budget reports for all federal programs
9. Assists the business office with federally funded payroll, accounts payable, accounts receivable, office supply inventory, grant documentation, etc
10. Assists the director all grant applications
11. Maintains all documentation on federal expenditures
12. Enters monthly Homeless student information in MSIS
13. Oversees reimbursements for all federal travel
14. Provides and maintains all required documents for federal funded positions (ex. PAR, Semi-Annual Certifications, Comparability Report, etc.
15. Assists other department personnel as appropriate and necessary
16. Performs basic clerical tasks, such as systematically arranging letters, memoranda, invoices, and other indexed documents according to an established system
17. Sorts and routes incoming materials;
18. Demonstrates prompt and regular attendance
19. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan

**APPROVED: July 11, 2019**

20. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: SECRETARY-SCHOOL**

#### **QUALIFICATIONS:**

1. High School graduate
2. Strong written and verbal communication skills
3. Strong organizational skills
4. Ability to multitask
5. Experience in secretarial and bookkeeping procedures
6. Ability to operate a computer and enter data

**SUPERVISES:** N/A

**REPORTS TO:** Principal or designee

**JOB GOAL:** To assure the smooth and efficient operation of the school office reflects the school's maximum positive impact on the education of children.

#### **SPECIFIC RESPONSIBILITIES:**

- 1) Performs clerical duties, such as filing, typing, answering the phone, relaying messages, and operating office machines.
- 2) Performs secretarial duties for principal by arranging appointments and maintaining an appointment calendar. Receives visitor and screens calls and visitors.
- 3) Completes all reports, both routine and special, as required or assigned.
- 4) Maintains proper bookkeeping for financial transactions.
- 5) Receives receipts and accounts for all monies and prepares the same for deposit.
- 6) Prepares and maintains payroll and personnel records.
- 7) Provides minor first aid, arranges for care of ill or injured students, and notifies parents in case of emergency
- 8) Demonstrates prompt and regular attendance
- 9) Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
- 10) Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

**HATTIESBURG SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: SECRETARY-TESTING**

**QUALIFICATIONS:**

1. High School graduate
2. Strong written and verbal communication skills
3. Strong organizational skills
4. Ability to multitask
5. Experience in secretarial and bookkeeping procedures
6. ability to operate a computer and enter data

**SUPERVISES:** N/A

**REPORTS TO:** District Test Coordinator

**JOB GOAL:** To perform those tasks necessary to assure the successful operation of the Assessment

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Coordinates and schedules appointments, meetings, and greet guests
2. Assists in the preparation of office and departmental budgets
3. Prepares correspondence, memorandums, reports, papers, and project narratives as required
4. Works closely with school secretaries, coordinators, and other personnel directly under the supervision of the District Test Coordinator
5. Maintains files of all information pertinent to the operation of the office
6. Exhibits good communication with offices, schools, and parents
7. Receives and reviews incoming correspondence, reports, and similar documents
8. Identifies communication and determine priority items which require the personal and immediate attention of the Assistant Superintendent
9. Demonstrates prompt and regular attendance
10. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
11. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

### **TITLE: SECRETARY-TRANSPORTATION**

#### **QUALIFICATIONS:**

1. High School graduate
2. Strong written, verbal communication skills, and organizational skills
3. Ability to multitask
4. Experience in secretarial and bookkeeping procedures
5. Currently possess or willing to obtain appropriate Commercial Driver's License
6. Ability to operate a computer and enter data

**SUPERVISES:** N/A

**REPORTS TO:** Transportation Supervisor

**JOB GOAL:** To assure the smooth and efficient operation of the Transportation Office that reflects the school's maximum positive impact on the education of children.

#### **SPECIFIC RESPONSIBILITIES:**

- 1) Performs clerical duties, such as filing, typing, answering the phone, relaying messages, and operating office machines.
- 2) Performs secretarial duties for principal by arranging appointments and maintaining an appointment calendar. Receives visitor and screens calls and visitors.
- 3) Completes all reports, both routine and special, as required or assigned.
- 4) Maintains proper bookkeeping for financial transactions.
- 5) Receives receipts and accounts for all monies and prepares the same for deposit.
- 6) Prepares and maintains payroll and personnel records.
- 7) Provides minor first aid, arranges for care of ill or injured students, and notifies parents in case of emergency
- 8) Acts as a liaison between parents and bus drivers
- 9) Makes copies of all correspondence and keeps a file for reference
- 10) Works with Central Office personnel relative to purchase orders, bills, received, and payment authorizations
- 11) Greets all visitors courteously, determines needs, and directs the concern to the appropriate person
- 12) Assists Supervisor in preparing materials as requested
- 13) Performs proper check of bus drivers that are assigned routes
- 14) Serve as bus driver as needed
- 15) Demonstrates prompt and regular attendance
- 16) Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
- 17) Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**APPROVED: July 11, 2019**

**EVALUATION:** Annually

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

**TITLE: SHOP FOREMAN**

**QUALIFICATIONS:**

1. Satisfactory driving record with a valid Class B Commercial Drivers License with "P" Endorsement
2. Three (3) years experience in vehicle and/or facilities management and personnel Supervision
3. Minimum age of twenty-one (21)
4. Have a high school diploma or a GED equivalent
5. Ability to diagnose and analyze all mechanical and electrical problems accurately
6. Ability to maintain records in a timely manner
7. Ability to supervise the maintenance of the shop building, equipment, and grounds
8. ASE certified or be willing to obtain ASE certification in various areas of expertise

**SUPERVISES:** Bus Shop Staff and other personal as directed

**REPORTS TO:** Transportation Supervisor

**JOB GOAL:** Under direction, supervises and personally performs repair and maintenance work on school buses and other district vehicles. The Shop Foreman is responsible for the immediate supervision of the district transportation mechanic operations.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Supervise and manage the district vehicle maintenance
2. Maintain an inventory and accountability of parts, tools, supplies, and equipment
3. Maintain a complete vehicular and maintenance records system of all work personnel
4. Schedule and supervise the work of all shop personnel
5. Recruit, screen, train, supervise, and evaluate shop personnel
6. Insure shop organization, cleanliness, and safety
7. Operate an effective waste management program to include the proper storage and disposal of hazardous waste in accordance with state and federal regulations
8. Make recommendations on equipment replacement
9. Evaluate and approve all work orders for vehicle repair
10. Maintain current tags, permits, decals, and inspection stickers
11. Make purchases in accordance with applicable local, state, and/or federal purchasing laws
12. Demonstrates prompt and regular attendance
13. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
14. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**APPROVED: July 11, 2019**

**EVALUATION:** Annually

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: SOCIAL WORKER**

#### **QUALIFICATIONS:**

1. Bachelor's degree
2. One year of experience in related field or major in a related field preferred
3. Evidence of capabilities needed to work with students and families from various socioeconomic and ethnic backgrounds
4. Evidence of ability to function as a liaison between the community agencies and the school

**SUPERVISES:** N/A

**REPORTS TO:** Supervising Administrator

**JOB GOAL:** To provide services to students, linking students and their families to outside counseling and support services, and to follow-up to determine effectiveness of services

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Conducts student needs assessments in assigned areas with teacher, principal, and administrative input
2. Plans activities and health follow-ups based on the results of needs assessment
3. Develops a calendar indicating on-going activities
4. Develops a parent advisory council as mandated by program guidelines or administrative request
5. Develops and follows a procedure for program evaluation
6. Works with the student and his/her family toward reaching an understanding of existing problems and possible solutions
7. Functions as a liaison between the school and the family
8. Makes families aware of available services through community agencies
9. Assists families in the agency referral and follow-up system
10. Keeps accurate records of referrals and initiates prompt action on the referral
11. Advises the parent or guardian of an impending student problem and of options available to solve the problem
12. Keeps the originator of the referral informed as to referral completion or progress being made
13. Organizes office for effective use and easy access to student records and other data
14. Makes use of a monthly calendar showing schedule of appointments, staff meetings, home visits, medical appointments, etc.
15. Submits reports as scheduled or requested
16. Keeps informed professionally
17. Participates in staff development
18. Participates as a member of the MTSS teams
19. Establishes and maintains a good working relationship with school and project personnel

**APPROVED: July 11, 2019**



20. Demonstrates prompt and regular attendance
21. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
22. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: SPEECH PATHOLOGISTS**

#### **QUALIFICATIONS:**

1. Mississippi teaching certificate and a master's degree in speech pathology
2. Membership in the Mississippi Speech and Hearing Association and in the American Speech and Hearing Association is preferred. Certification of Clinical Competence in Speech Pathology and certification of the Mississippi Board of Examiners in Speech Pathology is also preferred.

**SUPERVISES:** N/A

**REPORTS TO:** Principal of assigned school or Supervising Administrator

**JOB GOAL:** To establish a speech, language, and hearing program that will meet the varying communication needs and skills of individual pupils; that will reflect comprehensive planning and provide for the development of a continuum of services including appropriate procedures for early identification, diagnosis, consultation, referral, habilitation, instruction and evaluation

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Implements building/therapy schedules
2. Establishes a referral/screening and evaluation system for speech/language services (i.e., articulation tracking for elementary, new referrals, three-year comprehensive reassessments)
3. Performs and interprets diagnostic evaluations to determine eligibility and appropriate recommendations
4. Serves as a member of the multidisciplinary team in the referral/diagnostic process
5. Provides direct/indirect therapy for identified student
6. Provides therapy through continuous evaluation and annual updating of individual educational plan
7. Be accountable for student status through the use of charts, records, progress reports, etc.
8. Supports hearing screening program and provides input assistance when needed
9. Provides consulting services to parents, teachers, administrators, and colleagues
10. Ensures professional growth and support through scheduled staff meetings and related professional readings, conferences, workshops, or in-services
11. Submits reports and schedules eligibility meetings in order to meet timelines compliance requirements of federal and state regulations
12. Prepares a schedule of speech students for the principal as early as possible and continue to inform him/her of changes in schedule or students added or deleted
13. Demonstrates prompt and regular attendance
14. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
15. Perform other duties assigned by supervisor

**APPROVED: July 11, 2019**

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**HATTIESBURG SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: STUDENT SUPPORT SPECIALISTS**

**QUALIFICATIONS:**

1. Endorsement in counseling, social work or a related field
2. Experience working with families
3. Strong planning and organizational skills
4. excellent communication and interpersonal skills
5. Presentation skills to address various audiences
6. Master's degree in counseling, social work, or a related field preferred

**SUPERVISES:** N/A

**REPORTS TO:** Principal

**JOB GOAL:** To develop, coordinate and implement strategies to keep students engaged in school

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities that may be assigned, including but not limited to:

1. Provides support to students to address the barriers that prevent him/her from being successful in school
2. Makes home visits as necessary to address barriers
3. Assists with dropout prevention
4. Connects students with school and community services to address barriers
5. Organizes activities designed to help parents improve their child's success
6. Works closely with PTA and PTA Council
7. Provides information to help students academically and socially
8. Demonstrates initiative in the performance of assigned responsibilities
9. Responds to inquiries in a timely manner
10. Works cooperatively with teachers, other counselors, and administrators toward attaining the objectives of the school district
11. Demonstrates prompt and regular attendance
12. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
13. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: TEACHER**

#### **QUALIFICATIONS:**

1. Bachelor's degree in education and/or related field
2. Valid educational license
3. Appropriate endorsement and/training for assigned course(s)

**SUPERVISES:** N/A

**REPORTS TO:** Supervising Administrator

**JOB GOAL:** Improve instruction by providing assistance to teachers in developing effective teaching strategies for all students.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Provides quality work that engages students in learning
2. Possesses knowledge of subject matter content
3. Recognizes and responds appropriately to individual differences in students
4. Differentiates instruction for a variety of developmental stages and ability levels
5. Implements adopted curriculum subject matter standards and assessment instruments to meet school and district goals
6. Plans lessons in a logical sequence
7. Demonstrates knowledge of the subjects to be taught and the relationship to other subjects
8. Reflects on teaching and devising ways of improving performance on an ongoing basis
9. Collaborates with other educators to create the most complete educational environment possible for students
10. Uses a variety of assessment techniques and/or models to evaluate student performance
11. Uses formative assessment to improve instruction
12. Assumes responsibility for all students to ensure adequate yearly progress as determined by local, state, and federal standards
13. Participates in the referral-to-placement process for students being referred for Child Study
14. Utilizes technology in the teaching and learning process
15. Provides a physical environment that is safe, orderly, hazard-free, and conducive to learning
16. Implements approved disciplinary measures to allow for effective instruction and classroom management
17. Relates to parents and other community members, individual and corporate, in a positive and helpful fashion
18. Writes, speaks, and presents instruction in a clear, concise, and well-planned manner
19. participates in self-initiated and school/district-initiated professional growth in order to maintain

**APPROVED: July 11, 2019**

licensure and support school improvement efforts

20. Adheres to policies and procedures established by district, state, and federal guidelines
21. Submits required reports efficiently, promptly, and accurately
22. Inventories classroom materials, textbooks, and equipment
23. Accepts the responsibilities of co-curricular and extra-curricular duties as assigned by administration
24. Participates in departmental/grade-level teams, school-level teams, and district-level committees as requested
25. Attends school-related functions (e.g. PTA) outside the instructional day
26. Demonstrates prompt and regular attendance
27. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
28. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: TEACHER ASSISTANT**

#### **QUALIFICATIONS:**

1. High school diploma or equivalent
2. Passing scores on the “WorkKeys” Test or completion of 48 college credits
3. Ability to communicate effectively both orally and in writing
4. Other requirements as outlined by the Board and the Administration.

**SUPERVISES:** N/A

**REPORTS TO:** Principal and Supervising Teacher

**JOB GOAL:** To assist the teacher in maintaining appropriate classroom activities and environment in order that students may learn effectively

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Assists in the general supervision of students in the halls, restrooms, playgrounds, or any other area of the school campus
2. Administers, scores, and records, such achievement and diagnostic tests as the teacher recommends for individual students
3. Works with individual students or groups of students to reinforce learning of material or skills initially introduced by the teacher
4. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
5. Operates and cares for equipment used in the classroom for instructional purposes
6. Helps students master equipment or instructional materials assigned by the teacher
7. Distributes and collects workbooks, papers, and other materials for instruction
8. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher
9. Assist with the supervision of students as assigned
10. Assists in planning and conducting field trips
11. Assists the teacher in materials preparation and in the instructional planning process
12. Attends parent-teacher conferences unless directed otherwise
13. Keeps bulletin board and other classroom learning displays up to date
14. Assists with such group activities as drill work, reading aloud, and storytelling
15. Assists students in the library or media center as needed
16. Checks notebooks, corrects papers and supervises testing and makeup work as assigned by the teacher
17. Checks and records student’s attendance
18. Alerts the regular teacher to any problems or special information about an individual student
19. Substitutes for short duration for regular classroom teacher

**APPROVED: July 11, 2019**

20. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher
21. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of a fully licensed teacher
22. May serve in other approved capacities such as, but not limited to:
  - a. ISS Monitor
  - b. Lab Assistant
23. Demonstrates prompt and regular attendance
24. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
25. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG PUBLIC SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: TEACHER LEADER**

#### **QUALIFICATIONS:**

1. Serves as a full-time certified teacher
2. Leads one or more teacher teams and/or school initiatives
3. Ability to provide clear instructions, directions, and feedback as well as listen to other team members
4. Ability to get tasks done by using all of the resources available to them, including other employees and team members.
5. Ability to know, understand, and maximize other team members' strengths, weaknesses and motivations.
6. Ability to provide strong insight into and understanding of the needs and direction of the building; exhibit professional commitment to the school and District vision and focus
7. Recommended by building principal

**REPORTS TO:** Principal or designee

#### **JOB GOAL:**

1. Improve student outcomes
2. Improve access of high-need students to effective teachers
3. Extend the careers of teacher leaders looking for growth opportunities
4. Expand the influence of effective teachers on their peers
5. Ensure the role for teachers as leaders in decision making

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Actively participates in Teacher Leadership Academy
2. Works collaboratively with diverse groups utilizing effective professional norms to include, but not limited to co-teaching, co-planning, and providing on-the-job development
3. Develops strategy/strategies that the team will use to obtain team and organizational goals
4. Provides any training that team members need; monitor team members' participation to ensure the training they are being provided is being put into use, and also to see if any additional training is needed
5. Attends professional development as required by the District
6. Works closely with the building principal and facilitates meetings, collaborations, and decision making processes with other team members
7. Acts as a liaison between administration and colleagues; may include instructional leadership and administrative duties
8. Serves as a role model and coach to a new teacher
9. Helps colleagues implement effective teaching strategies in a specific subject or for a specific student population
10. Helps teachers interpret student data and identify instructional strategies

**APPROVED: July 11, 2019**



11. Leads teachers to implement standards and follow curriculum and/or to develop aligned assessments
12. Facilitates staff professional development
13. Participates in the school's Instructional Leadership Team, or another school-wide leadership team
14. Works together on strategic initiatives to address areas of need in the school identified by the administration
15. Participates in professional development and collegial support to build their leadership skills
16. Actively participates in all meetings
17. Advances the school and district goals
18. Assists leadership when needed
19. Demonstrates prompt and regular attendance
20. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
21. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

**HATTIESBURG SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: TRANSITION LIAISON**

**QUALIFICATIONS:**

1. High school diploma or equivalent
2. Passing scores on the “WorkKeys” Test or completion of 48 college credits
3. Ability to communicate effectively both orally and in writing
4. Other requirements as outlined by the Board and the Administration.

**SUPERVISES:** N/A

**REPORTS TO:** Alternative Center Administrator

**JOB GOAL:** To assist the teacher in maintaining appropriate classroom activities and environment in order that students may learn effectively

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Administer intake assessment of entering FCYDC students
2. Coordinate with student school of record to obtain student assignments and appropriate student records
3. Provide academic and/or life skills services to incarcerated students
4. Contact parents of students to inform academic progress while incarcerated
5. Assist students with the transition back to school of record upon release from incarceration
6. Coordinates student transition meeting back to school or record upon release from incarceration
7. Monitor student progress after release
8. Maintain required documentation of services provided up to 19 hours per week
9. Demonstrates prompt and regular attendance
10. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
11. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: TRANSPORTATION SUPERVISOR**

#### **QUALIFICATIONS:**

1. Post-high school degree or certification preferred
2. Good physical health
3. Demonstrated skills in communication (oral and written)
4. Must possess supervisory skills
5. Have general knowledge of land descriptions and leases
6. Have general knowledge of building trades
7. Able to set priorities

**SUPERVISES:** Transportation personnel

**REPORTS TO:** Chief of Operations

**JOB GOAL:** To Organize, administer, and maintain a comprehensive transportation system for the district, advise district employees about demographic information, and monitor school zone attendance.

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Conforms with all state laws and regulations regarding school transportation and energy.
2. Maintains safety standards in conformance with state and insurance regulation and develops a program for preventative safety.
3. Recruits, trains, and supervises all transportation personnel, and makes recommendations on their employment, transfers, promotions and releases.
4. Advises superintendent on road hazards for decision on school closing during the inclement weather.
5. Cooperate with school principals and other responsible for planning special school trips.
6. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
7. Supervises all purchasing for the repair of vehicles.
8. Prepares bus routes for all public in the district
9. Attends appropriate committee and staff meetings.
10. Administers the transportation budget.
11. Authorizes purchases in accordance with budgetary limitations and district rules.
12. Approves and forwards transportation service invoices to account department.
13. Maintains all district-owned equipment and develops plans for preventive maintenance.
14. Prepares transportation payroll on bi-monthly basis.
15. Completes and dispatches insurance reports.
16. Submits all reports required by state authorities.
17. Assists principal in solving discipline problems occurring on school busses.

**APPROVED: July 11, 2019**

18. Conducts analysis to determine the cost of the transportation program.
19. Develops recommendations for future equipment and personnel needs based on a survey of resident students, distance and grade levels.
20. Assists with 16th Section land management, attendance zoning, and address verification.
21. Investigates accidents and completes all required reports and related actions.
22. Works closely with school board attorney where legal action is taken against the transportation department.
23. Provides for substitute drivers.
24. Demonstrates prompt and regular attendance
25. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
26. Performs other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**

## **HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: TUTOR**

#### **QUALIFICATIONS:**

1. High school diploma or equivalent
2. Passing scores on the “WorkKeys” Test or completion of 48 college credits
3. Ability to communicate effectively both orally and in writing
4. Other requirements as outlined by the Board and the Administration.

**SUPERVISES:** N/A

**REPORTS TO:** Building principal or supervising administrator

**JOB GOAL:** Provide academic support for selected students

#### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Provide individual and/or small group instruction
2. Provide documentation of student progress
3. Work with teacher(s) to determine appropriate interventions
4. Maintain required documentation of services provided up to 19 hours per week
5. Demonstrates prompt and regular attendance
6. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
7. Perform other duties assigned by supervisor

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board of Trustees

**EVALUATION:** Annually

**APPROVED: July 11, 2019**