

West Valley School District #363

West Valley High School Secondary Strings

It shall be the responsibility of the Secondary Strings Director to:

- Instruct and supervise all Strings students in:
 - Three (3) Concerts
 - Three (3) Festivals
 - Four (4) School performances, including graduation & District performances
- Organize fund raising
- Inventory, maintain, & order instruments and music
- Communicate with staff & parents

West Valley School District #363

West Valley High School Dance/Drill Team Advisor

It shall be the responsibility of the WVHS Dance/Drill Advisor to:

- Organize & Supervise
 - Tryouts and selection process
 - Summer camp
 - Fundraising
- Supervise
 - Sporting events when team performs
 - Two (2) competitions
 - One (1) parade
- Communicate with staff and parents
- Arrange transportation
- Maintain and purchase needed equipment and uniforms
- Supervise assistant if one is appointed)

West Valley School District #363

West Valley High School Instrumental Music

It shall be the responsibility of the Instrumental Music Director to:

- Instruct and supervise the
 - Wind Ensemble
 - Jazz Band
 - Percussion Ensemble
 - Marching Band
 - Pep Band
- Supervise and direct the band at throughout the year
 - Two (2) parades
 - Three (3) concerts
 - Five (5) home football games
 - Ten (10) home basketball games (includes boys and girls)
 - Graduation activities
 - Competitions
 - Festivals
 - Summer band camp
 - Pep assemblies
 - Any football or basketball post season events
 - School assemblies
 - District performances
- Arrange transportation as needed
- Supervise & organize fund raising;
- Inventory, maintain, and purchase musical instruments, music, and uniforms
- Communicate with staff & parents

West Valley School District #363

West Valley High School Vocal Music – Base

It shall be the responsibility of the WVHS Vocal Music Director to:

- Instruct and supervise vocal students in
 - Two (2) choral concerts,
 - Two (2) competitions;
 - Two (2) contests and festivals
 - Graduation activities;
 - District performances;
- Organize fund raising
- Arrange transportation
- Supervise inventory, purchase, and maintain music and uniforms
- Communicate with staff & parents

West Valley School District #363

West Valley High School Drama Advisor

It shall be the responsibility of the Drama Advisor to:

- Present two (2) plays a year
- Organize and supervise practice sessions
- Maintain inventory and technical aspects of theatre
- Maintain and order stage equipment
- Keep a costume room, dressing room, make-up room
- Run a carpenter's shop to build sets for each production
- Fund raise as needed
- Communicate with staff & parents

West Valley School District #363

West Valley High School Honor Society Advisor

It shall be the responsibility of the WVHS Honor Society Advisor to

- Supervise/Coordinate
 - All Honor Society activities, including
 - Monthly officer and member meetings
 - Selection of new members twice a year
 - Fundraisers (as needed)
 - Four (4) service projects
 - Annual Honor Cord banquet
 - Supervise other school activities as determined by members
- Develop student leadership
- Monitor academic achievement and membership status, as well as hold the standards and rules of the National Honor Society
- Communicate with staff & parents

Assistant Honor Society Advisor

It shall be the responsibility of the Assistant Honor Society Advisor to assist the advisor.

West Valley School District #363

West Valley High School Teacher Leader

The principal will determine the role of the teacher leader based on building need. The responsibilities may include the following:

- Represent the goals and concerns of individual content area
- Assist building administrators in resolving building issues
- Attend regularly called meetings and communicate information with content area colleagues
- Facilitate collaboration with content area colleagues
- Help develop content area professional growth goals that support building goals
- Ensure through collaboration that content area staff members are knowledgeable about district adopted curriculum
- Supervise curriculum adoption, supply orders and expenditures
- Support and assist with assessment work and standardized testing
- Assist in the building of a master schedule
- Participate on the Building Leadership Team

West Valley School District #363

West Valley High School Publication 1

It shall be the responsibility of the WVHS Publication 1 Advisor to:

- **Oversee publication of sixteen (16) issues of the newspaper**
- **Oversee the production and publication of the yearbook**
- **Communicate with staff & parents**
- **Meet timelines as necessary**

Publication 2

It shall be the responsibility of the Publication 2 Advisor to:

- **Supply pictures for the**
 - **Newspaper**
 - **Yearbook**
 - **Other events for the school (as reasonably requested)**
- **Communicate with staff & parents**

West Valley School District #363

West Valley High School Link Crew Advisor

It shall be the responsibility of the WVHS Link Crew Advisor to:

- Transition incoming freshmen to WVHS
- Foster mentors throughout the year
- Organize and conduct orientation training
- Communicate with
 - Parents,
 - Link members
 - School staff
- Select new members
- Meet monthly to formulate lessons
- Organize Eagle for a Day outreach with Centennial and City School

Assistant Link Crew Advisor

It shall be the responsibility of the Assistant Link Crew Advisor to assist the advisor in duties as assigned.

West Valley School District #363

**Dishman Hills High School
Spokane Valley High School
West Valley City School**

Teacher Leader

The principal will determine the role of the teacher leader based on building need. The responsibilities may include the following:

- Attend regularly called meetings and communicate information with building staff
- Facilitate collaboration with staff
- Help develop content area professional growth goals that support building goals
- Ensure through collaboration that staff members are knowledgeable about district adopted curriculum
- Assist with curriculum adoption
- Support and assist with assessment work and standardized testing
- Assist in the building of a master schedule
- Facilitate development and entry (Indistar) of Building Learning Improvement Plan
- Monitor progress of Building Learning Improvement Plan
- Participate on the Building Leadership Team

West Valley School District #363

**Dishman Hills High School
Spokane Valley High School**

Publications 1

It shall be the responsibility of the DHHS/SVHS Publication 1 Advisor to:

- Oversee the production and publication of the yearbook (as determined by school)
- Oversee the production and publication of a newspaper (as determined by school)
- Supply pictures for the
 - Yearbook
 - Newspaper
 - Other events for the school (as reasonably requested)
- Communicate with staff & parents
- Meet timelines as necessary

West Valley School District #363

**Dishman Hills High School
Spokane Valley High School**

Leadership/ASB

It shall be the responsibility of the DHHS & SVHS Leadership/ASB Advisor to:

Supervise, organize, and coordinate all Leadership/ASB activities including

- Participate and promote community involvement for students
- Plan and promote school activities such as:
 - School Dance
 - Christmas lunch
 - Thanksgiving Lunch
 - End-of-the Year lunch
 - Veteran's Day celebration
- Promote other school events
- Fund raising
- Communicate with staff & parents
- Develop & monitor annual budget

West Valley School District #363

Centennial Middle School Vocal Music

It shall be responsibility of the CMS Vocal Music Director to:

Instruct, Supervise, & Organize

- Two (2) choral concerts
- Two (2) competitions and festivals
- Four (4) performances, including Veteran's Day and 8th grade Celebration
- District performances
- Fund raising
- Plan, audition, and coordinate the Talent show
- Communicate with staff & parents

West Valley School District #363

Centennial Middle School Instrumental Music – Band

It shall be the responsibility of the CMS Band Director to:

Supervise/direct the Marching Band, Jazz Band, Percussion, 6th Grade Bands, Concert Band, and Wind Ensemble at

- One (1) parade
- Three (3) concerts
- Four (4) school performances, including Veteran's Day and 8th Grade Celebration
- Community performances as agreed upon by administration and the director
- Festivals as agreed upon by administration and the director
- Competitions as agreed upon by administration and the director
- Communicate with staff & parents

- **West Valley School District #363**
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**Centennial Middle School
Publications 1 (Newspaper/Yearbook)**

It shall be the responsibility of the CMS Publications Advisor to oversee:

- Publication of eight (8) issues of the newspaper
- Provide training opportunities for editors
- Production and publication of the yearbook
- Communicate with staff & parents
- Meet timelines as necessary

West Valley School District #363

Centennial Middle School ASB Advisor

It shall be the responsibility of the CMS ASB Advisor to:

Supervise, organize, and coordinate all ASB activities including

- Selection process
- Meetings with officers
- Monthly meetings with all representatives
- Leadership conferences/camps
- Fund raising
- Develop and monitor annual budget
- Communicate with staff & parents

West Valley School District #363

Centennial Middle School Junior Honor Society Advisor

It shall be the responsibility of the CMS Jr. Honor Society Advisor to supervise all Honor Society activities, including:

- Officer and member meetings
- Selection of new members twice a year
- At least three (3) service projects
- Monitor student academic achievement and membership status
- Hold the standards and rules of the National Junior Honor Society
- Communicate with staff & parents

West Valley School District #363

Centennial Middle School Teacher Leader

It shall be the responsibility of the C.E.L.T. (Centennial Education Leadership Team) to:

- Participate and carry out regular duties associated with CELT as they relate to school governance
- Represent the goals and concerns of individual Grade Levels/Content Areas
- Serve as an advisor to building and central office administrators
- Communicate and collaborate with Grade Level/Content Area staff
- Help develop professional growth goals that promote teaching and learning in the essential learning domain
- Keep abreast of current trends in leadership, curriculum, and small schools research
- Share expertise; ensure through collaboration all Grade Level/Content Area staff members are knowledgeable about district adopted curriculum
- Participate in district curriculum adoption cycle
- Support, and assist with assessment work
- Work with Grade Level/Content Area staff members to develop a variety of strategies that prepare students for Smarter Balanced Assessments, and standardized testing
- Monitor Grade Level/Content Area budgets and expenditures
- Maintain an accurate account of books and materials
- Assist in the building of a master schedule
- Participate on the Building Leadership Team

West Valley School District #363

West Valley City School Leadership Coordinator City Council (ASB)/ Leadership Job Component

*It shall be the responsibility of the West Valley City School City Council (ASB)/
Leadership Job Component to:*

Supervise, organize, coordinate, and promote all City Council/Leadership activities including:

- Selection process
- Bi monthly ASB meetings
- Fundraisers
- School dances
- Movie nights
- Running the Overnighter
- Donation drives
- Take kids to Leadership camp in summer
- Orientation Day
- Other school wide activities
- After school (all school) activities
- Communicate with staff & parents
- Develop and Monitor annual budget

West Valley School District #363

West Valley City School Yearbook Job Component Supervisor

It shall be the responsibility of the West Valley Yearbook Supervisor (job component) to oversee:

- Production and publication of the yearbook, including
 - “Hiring” & Training of all staff
 - Provide training opportunities for editors
 - Train staff publication type photography
 - Work with staff to develop a theme, take photos, put together layout
- Supervise the Publications Job Component
- Communicate with staff & parents
- Meet timelines as necessary

West Valley School District #363

Elementary Music Specialist

It shall be the responsibility of the Elementary Music Specialist to:

- Instruct & Supervise Elementary Music students in one (1) performance opportunity per year for each grade level
- Communicate with staff & parents

West Valley School District #363

Elementary Teacher Leaders

The principal will determine the role of the teacher leader based on building need. The responsibilities may include the following:

- Attend regularly called meetings and communicate information with building staff
- Facilitate collaboration with staff
- Help develop content area professional growth goals that support building goals
- Ensure through collaboration that staff members are knowledgeable about district adopted curriculum
- Assist with curriculum adoption
- Support and assist with assessment work and standardized testing
- Assist in the building of a master schedule
- Facilitate development and entry (Indistar) of Building Learning Improvement Plan
- Monitor progress of Building Learning Improvement Plan
- Participate on the Building Leadership Team

West Valley School District #363

West Valley High School Senior Activities Director

It shall be the responsibility of the WVHS Senior Activities Director to:

- Plan and implement of all of the graduation responsibilities
- Coordinate graduation accessories such as cap and gown, announcements, etc.
- Select and secure venue for ceremony
- Select and secure venue for senior breakfast
- Plan, organize, and facilitate ceremony
- Facilitate design and development of program
- Oversee Senior Class officers and their involvement with these events
- Coordinate with Spokesman Review and other media
- Communicate with staff and parents

West Valley School District #363

Dishman Hills High School/Spokane Valley High School Senior Activities Director

It shall be the responsibility of the DHHS/SVHS Senior Activities Director to:

- Planning and implementation of all of the graduation responsibilities
- Coordinate graduation accessories such as cap and gown, announcements, etc.
- Select and secure venue for ceremony
- Select and secure venue for senior breakfast
- Plan, organize, and facilitate ceremony
- Facilitate design and development of program
- Coordinate with Spokesman Review and other media
- Communicate with staff and parents

West Valley School District #363

Principal Designee

- Principal Designee is an appointed position by the building principal annually.
- If the building has a Dean of Students, that employee shall be at least .5 Principal Designee.
- If the Principal Designee has to stand in for the principal, the building will pay for the substitute.
- Shall have consistent daily attendance.
- Be able to make decisions based on the needs of the building.
- Other duties, as needed by the building.

West Valley School District #363

HiCap Coordinator

- Plan and implementation of HiCap testing responsibilities
- Communicate with teachers who refer students for testing
- Coordinate support staff necessary to administer test
- Test K-12 students who are referred
- Communicate results of test with families, teachers and secretaries
- Updates Skyward for CEDARS report
- Support HiCap TOSA
- Meets/communicates with parents