

The Twinsburg City School District Board of Education met in REGULAR session on the above date at the Twinsburg Government Center in Council Chambers at 7:00 p.m. The following board members were present: Mr. Andrews, Mrs. Cain-Criswell (President), Mr. Crosby (Vice-President), Mr. Shebeck, and Mr. Stuver. Recordings of the Board of Education meeting are made and kept at the Board Office. Video recordings and Board approved Minutes are available on the District's web site.

13-166 Levy – August Ballot

Mr. Shebeck moved and Mr. Stuver seconded that the Twinsburg Board of Education approves the following resolution:

RESOLVE that the Twinsburg Board of Education approves the following:

A RESOLUTION SUBMITTING TO THE ELECTORS OF THE SCHOOL DISTRICT THE QUESTION OF THE RENEWAL OF AN EXISTING 6.9-MILL TAX LEVY FOR THE PURPOSE OF CURRENT EXPENSES.

WHEREAS, on April 22, 2013, this Board adopted Resolution No. 13-164 pursuant to Section 5705.03 of the Revised Code declaring it necessary to renew an existing 6.9-mill tax levy for the purpose of current expenses, for five years, and requesting the Summit County Fiscal Officer to certify the total current tax valuation of the School District and the dollar amount of revenue that would be generated by that 6.9-mill renewal levy; and

WHEREAS, on April 25, 2013, the Summit County Fiscal Officer certified that the total current tax valuation of the School District is \$778,960,390 and the dollar amount of revenue that would be generated by that 6.9-mill renewal levy would be \$4,554,530 annually during the life of the levy, assuming that the total current tax valuation remains the same throughout the life of the levy;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Twinsburg City School District, County of Summit, Ohio, that:

Section 1. Declaration of Necessity of Tax Levy. This Board hereby finds, determines and declares that the amount of taxes which may be raised by the School District within the ten-mill limitation by levies on the current tax list and duplicate will be insufficient to provide an adequate amount for the necessary requirements of the School District, and that it is necessary to renew, for five years, an existing 6.9-mill ad valorem property tax outside of the ten-mill limitation for the purpose of current expenses.

Section 2. Submission of Question of Tax Levy to the Electors. The question of the renewal of an existing 6.9-mill ad valorem property tax outside of the ten-mill limitation, for five years, for the purpose of current expenses, beginning with the tax list and duplicate for the year 2013, the proceeds of which renewal levy first would be available to the School District in calendar year 2014, shall be submitted under the provisions of Section 5705.21 of the Revised Code to the electors of the School District at an election to be held therein on August 6, 2013, as authorized by law. That election shall be held at the regular places of voting in the School District as established by the Summit County Board of Elections, or otherwise, within the times provided by law and shall be conducted, canvassed and certified in the manner provided by law.

Section 3. Notice of Election. The Treasurer of this Board be and is hereby authorized and directed to give or cause to be given notice of that election as provided by law.

Section 4. Delivery of Materials to Board of Elections. The Treasurer be and is hereby directed to deliver or cause to be delivered (i) a certified copy of this Resolution, (ii) a certified copy of Resolution No. 13-164 referred to in the first preamble to this Resolution and (iii) the certificate of the Summit County Fiscal Officer referred to in the second preamble to this Resolution, to the Summit County Board of Elections before the close of business on Wednesday, May 8, 2013.

Section 5. Compliance with Open Meeting Requirements. This Board finds and determines that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this Resolution were taken, and that all deliberations of this Board and of any of its committees that resulted in such formal actions were held, in meetings open to the public, in compliance with the law.

Section 6. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof.

Section 7. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

Ayes: Mrs. Cain-Criswell, Mr. Shebeck and Mr. Stuver.

Nay: Mr. Andrews and Mr. Crosby.

The Board President declared the motion passed,

However the Resolution requires a minimum of 4 affirmative votes to proceed.

13-167 Levy – November Ballot

Mr. Crosby moved and Mr. Stuver seconded that the Twinsburg Board of Education approves the following resolution:

RESOLVE that the Twinsburg Board of Education approves the following:

A RESOLUTION DECLARING IT NECESSARY TO RENEW AN EXISTING 6.9-MILL CURRENT EXPENSE TAX LEVY AND REQUESTING THE SUMMIT COUNTY FISCAL OFFICER TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF THE SCHOOL DISTRICT AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY THAT RENEWAL LEVY.

WHEREAS, at an election on November 6, 2007, the electors of the School District approved the renewal of all of an existing 6.9-mill levy for the purpose of current expenses, for five years, which levy will have its last collection in calendar year 2013; and

WHEREAS, this Board finds that it is necessary to renew that 6.9-mill levy in excess of the ten-mill limitation for an additional five years; and

WHEREAS, in accordance with Section 5705.03(B) of the Revised Code, in order to submit the question of a tax levy pursuant to Section 5705.21 of the Revised Code, this Board must request that the Summit County Fiscal Officer certify (i) the total current tax valuation of the School District and (ii) the dollar amount of revenue that would be generated by the levy; and

WHEREAS, in accordance with Section 5705.03(B), upon receipt of a certified copy of a resolution of this Board declaring the necessity of the tax, stating its purpose, whether it is an additional levy or a renewal or a replacement of an existing tax, and the Section of the Revised Code authorizing its submission to the electors, and requesting such certification, the County Fiscal Officer is to certify the total current tax valuation of the School District and the dollar amount of revenue that would be generated by the proposed levy;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Twinsburg City School District, County of Summit, Ohio, that:

Section 1. Declaration of Necessity of Tax Levy. This Board finds, determines and declares that it is necessary to renew, for five years (commencing with a levy on the tax list and duplicate for the

year 2013 to be first distributed to this Board in calendar year 2014), an existing 6.9-mill ad valorem property tax outside of the ten-mill limitation for the purpose of current expenses, and that it intends to submit the question of the renewal of that levy to the electors at an election on November 5, 2013, as authorized by Section 5705.21 of the Revised Code.

Section 2. Request for Certification. This Board requests the Summit County Fiscal Officer to certify to it both (i) the total current tax valuation of the School District and (ii) the dollar amount of revenue that would be generated by the 6.9-mill renewal levy specified in Section 1.

Section 3. Certification and Delivery of Resolution to County Fiscal Officer. The Treasurer of this Board is authorized and directed to deliver or cause to be delivered promptly to the Summit County Fiscal Officer a certified copy of this Resolution.

Section 4. Compliance with Open Meeting Requirements. This Board finds and determines that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this Resolution were taken, and that all deliberations of this Board and of any of its committees that resulted in those formal actions were held, in meetings open to the public in compliance with the law.

Section 5. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof.

Section 6. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

*Ayes: Mr. Andrews, Mrs. Cain-Criswell, Mr. Crosby, Mr. Shebeck and Mr. Stuver.
The Board President declared the motions approved.*

Mr. Stuver moved and Mr. Crosby seconded that the Twinsburg Board of Education adopt resolutions 13-168 to 13-170.

13-168 Employment

That the Twinsburg Board of Education accepts the Certificated/Licensed Personnel and/or contract recommendations detailed in the attached Exhibit as per the dates, terms, and other applicable conditions specified, pending satisfactory ORC background check.

Certificated Staff Recommendations May 1, 2013					
CONTRACTS					
Name	Position	Bldg.	Rate	Effective	Note(s)
Browne, David	Teacher	THS/TAP	\$23/hr	04/15/13-05/30/13	10 hours of Home Instruction per week not to exceed 30 hours.

Certificated Staff Recommendations May 1, 2013				
LEAVES OF ABSENCE				
Name	Bldg.	Effective	Days	Note(s)
Fariello, Amanda	Wilcox	08/19/13 thru 11/12/13	60	Sixty (60) days of Unpaid Leave at the beginning of the 2013/2014 school year. Using all days concurrent with FMLA.
Haas, Carla	Bissell	03/27/13 thru 03/28/13	2	Approved Unpaid Leave on March 27-28, 2013, per Memorandum of Understanding dated April 17, 2013

Extended Day Contracts 2013-2014			
Staff Member	Position	Building	Extended Days 13/14 (@ per diem rate)
Bushey, Melanie	Guidance Counselor	THS	10 days
Hoffmann, Matthew	Guidance Counselor	Bissell/Wilcox	10 days
Krajcik, Jackie	Guidance Counselor	THS	10 days
Pacsi, Robert	Guidance Counselor	THS	10 days
Richards, Marcy	Guidance Counselor	RBC/THS	10 days
Wallace, Monica	Guidance Counselor	RBC	10 days
To be determined	Guidance Counselor	Dodge	10 days

13-169 Employment

That the Twinsburg Board of Education accepts the Classified Personnel and/or contract recommendations detailed in the attached Exhibit as per the dates, terms, and other applicable conditions specified, pending satisfactory ORC background check.

Classified Staff Recommendations May 1, 2013					
LEAVES OF ABSENCE					
Name	Position	Building	Effective	Days	Note(s)
Csipke, Joseph	Bus Driver	Transportation	03/08/13	Indefinite	Leave of absence due to disability per section 3309.41(A)(2) of the Ohio Revised Code.

13-170 Employment

That the Twinsburg Board of Education accepts the Supplemental Contract recommendations detailed in the attached Exhibit as per the dates, terms, and other applicable conditions specified, pending satisfactory ORC background check.

Extracurricular Contracts 2012 - 2013				
Name	Contract	Building	Effective	% of Base
Day, Heather	Greenfield Trip #1	Nurse/Dodge	May 9/10, 2013	0.004%
Day, Heather	Camp Fitch	Nurse/Dodge	May 23/24, 2013	0.004%
Douglas, Christine	Greenfield Trip #2	Nurse/Dodge	May 16/17, 2013	0.004%

*Ayes: Mr. Andrews, Mrs. Cain-Criswell, Mr. Crosby, Mr. Shebeck and Mr. Stuver.
The Board President declared the motions approved.*

Mr. Shebeck moved and Mrs. Cain-Criswell seconded that the Twinsburg Board of Education adopt resolutions 13-171 to 13-178.

13-171 Student Teacher Field Experience

That the Twinsburg Board of Education approves *Affiliation Agreements* with the following colleges/universities to place teacher candidates in our district classrooms for the purpose of participating in field-based teacher education experiences for the 2013-2014 school year;

The University of Akron
Hiram College
Kent State University

The University of Mount Union
Notre Dame College
Ursuline College

13-172 Transportation in Lieu of

That the Twinsburg Board of Education approves rates for the 2012-2013 school year, according to the Ohio Department of Education, Pupil Transportation Office: The minimum amount for the 2012-2013 school year, as specified above, is \$240.66.

School	# of Students
Beaumont	4
Cornerstone Community	2
Faith Islamic Academy	3
Gilmour Academy	14
Hathaway Brown	7
Julie Billart School	3
Laurel School	5
Lawrence School	5
Notre Dame/Cathedral Latin	1
Old Trail School	2
St. Barnabas	16
St. Joan of Arc	5
St. Peter Chanel School	3
Trinity High School	10
University School	7
Western Reserve Academy	2
Total	89

13-173 Deletion from Inventory

That the Twinsburg Board of Education approves the following deletion of items from inventory.

Item	Asset Tag #	Description	Model #	Notes
SAMPO TV	40002	Television	SME-23DV3	Beyond Repair
Title	Author	Classification	BOOKS	Pub:
The Prophecies of Nostradamus	Nostradamus, 1503-156	133.3 PRO	34150010110503	1973
Military Careers	U.S. Dept. of Defense	355.0023 MIL Copy 1	34150015007670	1955
The Odyssey	Homer	883 ROU	34150015059952	1999
Blitzkrieg	Wernick, Robert	940.54 WER	34150013001212	1976
Twentieth-Century America	Bernstein, Barton J.	973.9 BER	34150010065418	1969
Hoffa: the Real Story	Hoffa, James	B HOF	34150010095878	1975
Anna Karenina	Tolstoy, Leo	FIC TOL	34150010096090	1959

13-174 Donation of Sick Days

That the Twinsburg Board of Education approves the following donation of sick days:

From: Kathy Kolar: 40 hrs. = 5 days

To: Cliff Ash

13-175 Student Fee Schedule

That the Twinsburg Board of Education approves Student Fees for the 2013/2014 per the attached Exhibit.

See Pages 189-190

13-176 NNDS on-line course work

That the Twinsburg Board of Education approves a contract with National Network Digital Schools Management Foundation (NNDS) to provide online courses to be used for the Twinsburg City School District Summer School (New Credit Only).

13-177 Course and Tuition Rates

That the Twinsburg Board of Education approves the following courses and tuition rates for the Twinsburg City School District Summer School, Grades 7-12:

Online Summer School Option (June 3, 2013 through August 5, 2013)
Please note, all quizzes and tests will be taken at Twinsburg High School
Courses Available (New Credit Only): Algebra I (Parts 1 & 2)
Algebra II (Parts 1 & 2)
Geometry (Parts 1 & 2)
Physical Science (Parts 1 & 2)

Tuition: \$300 per course

Credit Recovery In-School Program (June 7, 2013 through June 27, 2013)
Tuition: \$300 per session (up to 2 courses per session)

13-178 Job Description

That the Twinsburg Board of Education approves the Administrative Intern Job Description per the attached Exhibit See Pages 191-193

*Ayes: Mr. Andrews, Mrs. Cain-Criswell, Mr. Crosby, Mr. Shebeck and Mr. Stuver.
The Board President declared the motions approved.*

13-179 Web Site – eSchool View

Mrs. Cain-Criswell moved and Mr. Shebeck seconded that the Twinsburg Board of Education approves a contract with eSchoolView in the amount of \$22,674 for school year 2013-2014. Includes CMS mobile site, Facilities Management and Active Directory, website redesign and server set up, prorated maintenance, hosting and support through June 30, 2014.

*Ayes: Mr. Andrews, Mrs. Cain-Criswell, Mr. Crosby, Mr. Shebeck and Mr. Stuver.
The Board President declared the motions approved.*

13-180 EXECUTIVE SESSION

Mrs. Cain-Criswell moved and Mr. Shebeck seconded that the Twinsburg Board of Education meet in Executive Session at 8:35 p.m. to discuss specialized details of security arrangements per Board of Education Policy #0166(G) and to consider the employment of a public employee per Board of Education Policy #0166(A).

*Ayes: Mr. Andrews, Mrs. Cain-Criswell, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.
The Board President declared the motion approved.*

The Board reconvened from Executive Session at approximately 10:25 p.m.

The following members were present:

Mr. Andrews, Mrs. Cain-Criswell, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.

Minutes of REGULAR Meeting

May 01, 2013

*Ayes: Mr. Andrews, Mrs. Cain-Criswell, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.
The Board President declared the motion approved.*

13-181 **Adjournment**

Mrs. Cain-Criswell moved and Mr. Shebeck seconded that the Twinsburg Board of Education adjourn at 10:26 p.m.

Ayes: Mr. Andrews, Mrs. Cain-Criswell, Mr. Crosby, Mr. Shebeck, and Mr. Stuver.
The Board President declared the meeting adjourned.

Board President

Treasurer

Twinsburg City Schools
Student Fee Guidelines
2013-2014



Student fees were adopted by the Twinsburg Board of Education in 2012.

The following is important information regarding the payment of fees for the 2013-2014 school year:

Payment due dates:

Fall Sports: Friday, August 9, 2013

Club/Activity Fee: Friday, August 30, 2013

**See advisor If participation begins later in the school year (e.g. National Honor Society)

1st Semester Academic Fee/Course Fee: Friday, August 30, 2013

Winter Sports: Monday, November 18, 2013

21st Semester Academic Fee/Course Fee: Friday, January 17, 2014

Spring Sports: Monday, March 17, 2014

Any student who wishes to participate in extracurricular activities or athletics and does not have payment received in full by the due date will not be allowed to participate in any contests/scrimmages/events/meetings until payment is received.

How do I pay my fees?

We encourage you to make payments online through EZ PAY. Simply click the Online Payment link found on the district's homepage at www.twinsburg.k12.oh.us and follow the prompts. There is a \$2 vendor service charge for each EZ PAY transaction,

Payment can also be made by filling out the following form and submitting it along with payment to the building your child attends. Check or money order should be made payable to the "Twinsburg City Schools". Please include your child's name on the memo line of the check/money order. To assist with record keeping, please submit a separate form and check for each child.

Free/Reduced Lunch

*If your child receives a Free Lunch the Academic Fee (Including Course Fees) will be waived,

*If your child receives a Reduced Lunch the Academic Fee (including Course Fees) will be reduced by half. *All other fees (e.g Pay-to-Participate & Latchkey fees) will not be waived or reduced.

Refund Policy

*No refunds will be given for Academic Fees, including Course Fees.

*There are no refunds given if a student quits, is suspended, or is removed from an activity or sport for any disciplinary reason.

*If a student suffers a season-ending injury declared by a doctor's authorization then a family may apply for a pro-rated refund of the individual student's participation fee. For a refund to be granted, all uniforms and equipment must be handed in and participation with the team/club must cease entirely.

Paid participation does not guarantee that a student-athlete will play. The control and determination of playing time will remain the responsibility of the coaching staff.

Please contact the school office with questions regarding Academic Fees/Course Fees.

Questions regarding EZ PAY, athletics or extracurricular activities, please contact Mark Maslona at mmaslona@twinsburg.k12.oh.us or 330-486-2480.

Following is a list of activities/sports and their corresponding fees for 2013-2014:

Academic Fees

Preschool - \$75
 Grades K-8 - \$80
 Grades 9-12 - \$50

Course Fees

RBC/THS:

RBC 7th Gr. ELA Honors - \$20.00
 RBC Art - \$5.00
 THS Art Courses - \$25.00
 THS Foods - \$26.00
 Freshman Success - \$12.00
 THS Science Lab Fee - \$5.00
 Chinese I - \$18.00
 Chinese II - \$18.00
 Chinese III - \$18.00
 Chinese IV - \$14.00
 French I - \$21.00
 French II - \$21.00
 French III - \$21.00
 French IV - \$19.00
 Spanish I (RBC/THS) - \$17.00
 Spanish II - \$17.00
 Spanish III - \$17.00
 Spanish IV - \$18.00
 Latin - \$10.00

Course Fees (cont.)

AP Spanish - \$38.00
 AP Lang. at Comp. - \$40.00 AP
 Biology - \$26.00
 AP Chemistry - \$25.00
 AP Envire. Science - \$26.00

Co-Curricular Course Fees:

Band:

HS Marching/Concert Band - \$25.00
 HS Majorette/Drill Team - \$25.00 8th
 Grade Band - \$5.00
 7th Grade Band - \$4.00 6th
 Grade Band - \$4.00 5th
 Grade Band - \$4.00

Choir:

HS Choir - \$7.00
 HS Swing Choir - \$61.00 MS
 Chorus - \$8.00
 6th Grade Chorus - \$4.00
 6th Grade Chorus - \$4.00
 4th Grade Chorus - \$4.00

Co-Curricular Course Fees (cont.I)

Yearbook:

HS Yearbook - \$21.00
 HS Interactive video Production \$8.00

Orchestra:

HS Orchestra - \$15.00
 8th Grade Orchestra - \$13.00
 7th Grade Orchestra - \$9.00
 6th Grade Orchestra - \$4.00
 5th Grade Orchestra - \$4.00
 4th Grade Orchestra - \$4.00

Pay-to-Participate Fees

Athletics - Fall:

Cheerleading FB (HS) - \$50.00
 Cheerleading FB (MS) - \$30.00
 Cross Country (HS) - \$55.00
 Cross Country (MS) - \$25.00
 Football (HS) - \$210.00
 Football (MS) - \$85.00
 Golf (HS) - \$165.00
 Soccer (HS) - \$125.00
 Tennis (Girls) (HS) - \$80.00
 Volleyball (HS) - \$155.00
 Volleyball (MS) - \$85.00

Athletics - Winter:

Basketball (HS) - \$180.00
 Basketball (MS) - \$100.00
 Bowling (HS) - \$125.00
 Cheerleading BBK (HS) - \$60.00
 Cheerleading BBK (MS) - \$25.00
 Gymnastics (HS) - \$335.00
 Ice Hockey (HS) - \$195.00
 Swimming/Diving (HS) - \$100.00
 Wrestling (HS) - \$215.00
 Wrestling (MS) - \$60.00

Athletics • Spring:

Baseball (HS) - \$140.00
 Baseball (MS) - \$105.00
 Softball (HS) - \$195.00
 Softball (MS) - \$80.00
 Tennis (Boys) (HS) - \$80.00
 Track and Field (HS) - \$110.00
 Track and Field (MS) - \$45.00

Dual Credit:
 \$41/credlt hr.

Academic Competitions:

HS Academic Challenge - \$35.00
 MS Power of the Pen - \$60.00
 Spelling Bee RBC \$3.00
 HS National Honor Society - \$3.00

Drama:

HS Drama - \$31.00
 MS Drama - \$10.00

Band:

HS Jazz Band - \$12.00
 MS Jazz Band - \$6.00

Choir:

MS RBC Singers - \$18.00

Clubs:

Peer Mentors - \$4.00
 Game Club - \$23.00
 HS Pep Club - \$5.00
 HS SADD - \$8.00
 HS Step Team - \$10.00
 HS Foreign Language - \$3.00
 MS Arts and Crafts Clubs - \$6.00
 Dodge Ski Club - \$3.00
 Math Olympiad - \$4.00

Student Council:

HS Student Council - \$14.00
 MS Student Council - \$14.00
 Dodge Student Council - \$7.00
 Bissell Student Council - \$2.00

Yearbook:

Dodge Yearbook - \$8.00

Title	Administrative Intern
Building/Facility	Wilcox Primary School Bissell Elementary School
Reports to	Building Principal
Description	Assists the principal in the day-to-day operations of the school. Monitors the behavior and academic progress of students.

Duties and Responsibilities

The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Monitors attendance and employment laws, rules and regulations. Recommends administrative procedures that facilitate compliance with legal mandates.
- Addresses issues that arise during the absence of the principal.
- Participates as an active member of the leadership team. Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district.
- Analyzes data to improve school operations. Helps develop and implement the district's strategic plan. Identifies and develops partnerships that enhance district services.
- Provides staff leadership and consensus development. Advances the change process. Implements strategies and timeframes to accomplish organizational objectives. Helps resolve problems.
- Maintains open and effective communication. Promotes the district's mission, philosophy, and vision. Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Monitors community demographics, resources and emerging trends. Helps mobilize the community to maintain a strong commitment of support for the school district.
- Investigates student attendance and conduct concerns. Helps stakeholders understand legal requirements and the consequences of continued truancy and/or misconduct. Helps students acknowledge and manage responsible personal conduct.
- Administers appropriate discipline for violations of the Student Code of Conduct, unexcused tardiness, unexcused absences, class cuts, and failure to serve attendance-related detentions. Performs discipline-related data entry activities.
- Develops and implements motivational programs to improve attendance.
- Investigates and reports hardship, neglect, and suspected child abuse cases.
- Upholds applicable local, state, and federal laws. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Encourages program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Assists with the development of program schedules (e.g., courses, auxiliary services, student activities, etc.). Coordinates program assessment processes.
- Assists with withdrawal procedures. Upholds policies regarding immunization, age, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc.
- Assists with student testing programs. Analyzes test results. Assists principal to provides

leadership for instructional modifications and interventions that enhance student learning and improve test performance.

- Complies with federal and state policies/procedures for the education of students identified as having a disability. Ensure that services are provided in the least restrictive educational environment.
- Participates in parent conferences and student planning meetings as needed (e.g., IAT's, IEP meetings, etc.).
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student code of conduct. Maintains high expectations for behavior and performance. Helps with student management issues. Prepares student conduct reports/discipline recommendations.
- Assists with the revision and distribution of student/parent and teacher handbooks as directed.
- Assists with the supervision of students (e.g., arrivals/departures, parking lots, lunch periods, changing classes, extracurricular programs, etc.).
- Promotes a safe, effective and efficient work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors
- Assists with the revision of emergency preparedness/crisis management plans as directed (e.g., fire, weather, security, etc.). Administers threat reporting, assessment, and response procedures.
- Assists with the collection, verification and recording of program information as directed.
- Supports the transition of new students.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Other Duties and Responsibilities

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Facilitates meetings and engages in public speaking opportunities.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses problem-solving, listening, observation, reading, verbal, nonverbal and writing skills.
- Organizes tasks and manages time effectively. Meets deadlines despite time constraints.
- Maintains an acceptable attendance records and is punctual.
- Ability to work effectively with others.
- Knowledge of current administrative procedures and practices.

- Knowledge of school law and regulations.
- Proficient computer skills.

Working Conditions

- Occasional weekend/evening work
- Occasional exposure to blood-borne pathogens and communicable diseases
- Interactions with aggressive, disruptive and/or unruly individuals
- Occasional operation of a vehicle in inclement weather conditions
- Exposure to adverse weather conditions and seasonal temperature extremes
- Occasional need to lift, carry, push and pull various items up to a maximum of 25 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent repetitive hand motion (e.g., computer keyboard, typing, calculator, writing)
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop

Equipment Operated

- Telephone/Cell Phone
- Motor vehicle
- Computer
- Smartboards
- Printers
- Office equipment
- Fax

Qualifications

- Bachelor's degree and Master's degree from an accredited college or university
- State of Ohio administrative certificate/license
- Successful classroom teaching experience
- Training and/or experience in behavioral management techniques
- Effective organizational, planning and project management skills
- Keeps current with technology and other workplace innovations that support job functions
- Training in first aid
- Such alternative to the above qualifications as the Board of Education may find appropriate.

Adoption date: