

**Job Description**

**Job Title: Certificated Teacher / Grades K – 8**

**Job Summary:** The job of Certificated Teacher is to provide an appropriate educational program as defined by grade level standards and the District adopted curriculum materials.

**Responsibilities:**

- Teach reading, language arts, social studies, mathematics, science/health, and physical education, to pupils utilizing the grade level standards adopted by the Board of Education and additional appropriate learning materials and activities.
- Instruct students in citizenship, basic communication skills, and other general elements of the course of study as specified in state law and administrative regulations and procedures of the school district.
- Provide planned learning experiences in order to motivate pupils and best utilize the available instructional time.
- Develop lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- Establish, communicate, and maintain consistent standards of pupil behavior needed to achieve a functional learning environment in the classroom.
- Develop a satisfactory means of evaluating pupil progress.
- Evaluate students' academic and social growth, keep accurate records, prepare progress reports, and communicate regularly with parents through conferences, by phone, or by written communication, on the individual progress of each student. Teachers will conference with all parents in the Fall and additional conferences as needed.
- Work cooperatively with the Resource teacher, speech teacher, and colleagues as needed to identify student needs and assist students in solving health, attitude, and learning problems.
- Maintain an orderly and attractive room environment
- Participate in personal professional growth through staff training activities provided by the district or self-selected and approved by the Superintendent
- Perform other duties as assigned by the District Superintendent

**Additional Responsibilities Included in the Certificated Contract:**

- Morning recess supervision on a rotational basis
- After school yard supervision / 3:30-4:00 on a rotational basis
- After school detention & homework club supervision / 3:10-4:00 on a rotational basis
- Attend staff meetings, IEP meetings, grade level meetings, parent meetings and other meetings as scheduled
- Support and participate in the Three Rivers School Foundation and Eagle Booster Club
- Attend Back to School Night, Open House, and Eighth Grade Graduation
- Participate in School Site Council on an annual rotational basis
- Participate in special committees and advisory groups on an as needed basis
- Supervise 2 extracurricular activities to be chosen at the beginning of each year

**Education / Testing Required**

- California Multiple Subject Teaching Credential and other supporting documents requested
- Department of Justice and FBI Fingerprint Clearance; Negative TB test required

This organization is an equal opportunity Employer and does not discriminate. The organization complies with the Americans with Disabilities Act. The organization is a Drug and Tobacco Free Workplace.

**Job Description**

**Job Title: Band / Music Director**

**Job Summary:** The job of Band / Music Director is to provide an appropriate educational program as defined by District adopted guidelines.

**Responsibilities:**

- Provide a planned learning experience in order to motivate pupils and best utilize the available instructional time.
- Demonstrate the knowledge and ability to instruct students in a variety of instruments
- Establish, communicate, and maintain consistent standards of pupil behavior needed to achieve a functional learning environment in the classroom
- Develop a satisfactory means of evaluating pupil progress
- Communicate regularly and effectively with parents through conferences, by phone, or by written communication, on the individual progress of each student
- Communicate effectively with classroom teachers and work to coordinate schedules to best meet the needs of students and teachers
- Plan and deliver a music appreciation / recorder program in Grade 4
- Work with students in grades 5-8 to establish an effective beginning and advanced band program
- Inventory and distribute instruments to students; teach and emphasize proper care and storage
- Purchase materials and supplies approved by the Superintendent
- Arrange for the cleaning of instruments during the summer as needed
- Prepare and participate in planned performances throughout the school year
- Perform other duties as assigned by the District Superintendent

**Additional Responsibilities**

- Act as a supervisor for extracurricular activities as needed
- Support and participate in the Three Rivers School Foundation and Eagle Booster Club
- Attend staff, IEP, grade level and parent meetings as required
- Participate in special committees and advisory groups on an as needed basis

**Education / Testing Required**

- This position may be a classified or certificated teaching position. As a classified position, an hourly wage is established based on experience. As a certificated position, the individual will be placed on the certificated salary schedule based on years of experience and percentage of FTE for the position offered.
- Associate of Arts Degree – or – Completion of equivalent exam given at Tulare County Office of Education Required for Classified Position
- Department of Justice and FBI Fingerprint Clearance
- Negative TB test required

**Three Rivers School District**  
**Job Description**  
**Job Title: Instructional Aide**

**Board Approved:** June 14, 2017

**Job Summary:**

The job of Instructional Aide is to primarily assist with the instructional services such as group and class presentation, supervise groups of students both inside and outside of the classroom, and assist the teacher in preparation of materials and grading of assignments as needed.

**Responsibilities:**

- Assist teacher in working with individual students and groups of students
- Assist in the maintenance of student files and other clerical duties as assigned by the teacher
- Act as playground supervisor as assigned
- Act as cafeteria supervisor as assigned
- Maintain same authority as certificated personnel while on playground, cafeteria or other supervisory duties
- Communicate frequently with certificated staff to assure smooth functioning of various schedules
- Attend and participate in workshops and staff meetings as required
- Perform other duties as assigned by the Superintendent or supervising teacher

**Necessary Skills, Knowledge, and Abilities:**

- Knowledge of proper English grammar, punctuation, and sentence structure
- Able to work effectively in direct work with individual students and groups
- Able to read notes, memos, and student reports of a moderately complex nature
- Able to communicate effectively in writing and speech
- Competency in basic math skills
- Interpersonal skills to effectively interact with students, public, teachers, and staff
- Skill to proofread typed material
- Ability to organize steps in a process and structure time effectively
- Ability to receive and implement job duties based on brief and concise oral directions
- Ability to work under the direction of the classroom teacher
- Ability to maintain confidentiality concerning students and act professionally at all times

**Education / Testing Required:**

- Associate of Arts Degree – or – Completion of equivalent exam given at Tulare County Office of Education
- Depart of Justice and FBI Fingerprint Clearance
- Negative TB test required

This organization is an equal opportunity Employer and does not discriminate. The organization complies with the Americans with Disabilities Act. The organization is a Drug and Tobacco Free Workplace.

**Job Description**

**Job Title: Bus Driver**

**Job Summary:** The job of "School Bus Driver" is done for the purpose of transporting students over scheduled routes and/or special excursions; enforcing rules, regulations, and laws to maintain safety during transport and while loading and unloading students. In addition the driver is responsible for ensuring the vehicle is in safe operating condition.

**Responsibilities:**

- Drive school bus or van for the purpose of transporting students over scheduled routes and or special occasions
- Follow the established routes for pickup and drop off of students in a timely manner
- Assist students and other transports to ensure safe entrance and exit from buses in normal and emergency situations
- Assess potential emergency situations for the purpose of taking appropriate action to protect the wellbeing of passengers
- Enforce rules, regulations, and laws to ensure student safety
- Inspects assigned vehicle before driving (i.e. brake system, oil levels, coolant tire pressure, exterior condition, etc.) for the purpose of ensuring that the vehicle is in safe operating condition
- Inform school personnel of situations and incidents occurring that may require follow up action and/or review of proper procedures
- Clean assigned vehicle, both interior/exterior for the purpose of maintaining appearance, sanitation and safety of the vehicle and fuel vehicle as necessary
- Work with Superintendent to schedule necessary trainings, driving time as required, or necessary vehicle maintenance
- Prepare documentation and reports as required
- Complete other duties as assigned by the Superintendent

**Necessary Skills, Knowledge, and Abilities:**

- Operate school buses and van in a safe manner
- Communicate effectively
- Evaluate schedules and meet deadlines
- Administer first aid
- Knowledge of vehicle operation, basic maintenance requirements and driving codes
- Ability to sit for prolonged periods
- Ability to make common sense decisions in potentially critical situations
- Significant physical abilities include climbing/balancing, reaching/handling, talking/hearing conversations, near/far visual acuity and depth perception

**Education / Testing Required:**

- High School Diploma or equivalent
- Valid CA Driver's License; evidence of insurability; School Bus Driver's License
- Department of Justice and FBI Fingerprint Clearance; Negative TB test required

**Job Description**

**Job Title: Cafeteria Personnel**

**Job Summary:** The purpose of the job of Cafeteria Personnel is to ensure the planning and delivery of an approved student lunch, as determined by the California Department of Education School Nutrition Division and the National School Lunch Program standards.

**Responsibilities:**

- Prepare menus according to Federal and State requirements for all school lunches served
- Work directly with suppliers in ordering and purchasing food and supplies at competitive prices
- Maintain proper storage of food and supplies
- Check in and sign for all deliveries of food and milk
- Count and Record student milks on a daily basis
- Supervise the distribution of meal items into appropriate serving portions
- Collaborate with students, teachers, and the Superintendent for the purpose of increasing lunch participation by trying new ideas and menu items
- Attend appropriate and required workshops, trainings, and webinars as requested by the Superintendent / Maintain Food Service Certification
- Supervise student workers in all aspects of the lunch program
- Organize and clean cold storage areas
  1. Clean refrigerator and freezer as needed rotating items forward based on expiration date
  2. Keep all food items off the floor of refrigerator and freezer
  3. Record temperature daily of refrigerator and freezer and note date of cleanings
- Maintain a clean and orderly work environment, ensuring that appropriate safety and sanitation standards are met
  1. Sweep floor daily and mop as needed
  2. Wipe down all counters daily
  3. Clean stove / oven on a regular basis
  4. Plan major cleaning of kitchen twice a year
- Keep all records up to date, including:
  1. Perpetual inventory, updated to reflect daily use of food items
  2. Physical Inventory of food and supplies, complete bi-annually in August of the new school year and at the end of the year in June
  3. Complete Daily Production Sheets
  4. Complete Daily Meal Count Form
- Complete other duties as assigned by the Superintendent

**Education / Testing Required**

- High School Diploma or Equivalent; Job related experience (desirable)
- Ability to Lift 20-30 pounds
- Department of Justice and FBI Fingerprint Clearance
- Negative TB test required

**Job Description**

**Job Title: Maintenance / Grounds Personnel**

**Job Summary:** The job of facilities maintenance / groundskeeper is done for the purpose of maintaining a clean, safe and orderly environment both inside and out at Three Rivers School. This job includes a wide variety of duties and requires someone able to prioritize responsibilities, stay organized, and respond to immediate needs as necessary.

**Responsibilities:**

- Clean and maintain classrooms, office, bathrooms, gymnasium, and other rooms on campus as needed
- Set up a schedule for resupply of classroom, bathroom, and office paper supplies
- Mow all lawns regularly as needed
- Maintain and repair sprinkler / watering systems
- Pull down and replace lunch tables and benches
- Sweep gym floor daily
- Spot mop gym floor and use floor cleaning machine as scheduled
- Assist in loading and unloading deliveries
- Maintain general outside of facilities: blow hallways and playgrounds regularly; remove cobwebs from classrooms and hallways; rototill sand play areas; other outside maintenance duties as necessary
- Regularly inspect the grounds for safety issues
- Use weed eater on outside areas of the school as needed
- Prepare fields and courts for athletic events
- Respond to notes and requests from staff for maintenance needs
- Attend trainings and workshops as required
- Maintain passenger vehicle and work truck as needed: fuel, tires, oil change, DMV certifications
- Work with Bus driver to schedule maintenance as needed
- Other duties as determined and assigned by the Superintendent

**Necessary Skills, Knowledge, and Abilities**

- Ability to operate various power tools necessary for the maintenance of the outside areas
- Able to lift 30-50 pounds
- Self motivated with the ability to prioritize facility needs; communicate with the Superintendent when necessary
- Work well with staff and respond to requests as appropriate

**Education / Testing Required**

- High School Diploma or equivalent
- Valid California Driver's License
- Job related Experience
- Department of Justice and FBI Fingerprint Clearance
- Negative TB test required

**Three Rivers School District**  
**Job Description**  
**Job Title: School Secretary**

**Board Approved:** June 14, 2017

**Job Summary:** The job of School Secretary is done for the purpose of performing clerical duties as well as duties assigned pertaining to Lunch & Attendance record keeping under the supervision of the Principal / Superintendent.

**Responsibilities:**

Greet telephone callers and walk-in visitors for the purpose of giving information, making appointments, making referrals and taking messages.

- Greet telephone callers and walk-in visitors for the purpose of giving information, making appointments, making referrals and taking messages
- Maintain inventory of school supplies; places orders as needed; annually sorts and organizes in cupboards and storage rooms
- Collect, deposit, reconcile cafeteria funds
- Complete cafeteria and attendance reports as assigned
- Makes telephone calls to parents and other agencies for the purpose of disseminating and receiving information
- Operate a variety of office equipment for the purpose of completing the job as assigned
- Perform secretarial and clerical duties for the Principal/Superintendent for the purpose of facilitating program/school daily operations
- Daily pick up of mail at post office; sort and distribute
- Maintain student educational records, reports and other documents; files STAR test reports in student folders
- Maintain student database, mailings, student files, and student attendance for the purpose of insuring compliance with established procedures and regulations
- Order medical supplies for students and staff as needed
- Administer basic first aid for students; prepares and distributes staff fanny packs at the beginning of each school year; collects packs at the end
- Type from rough draft copy for the purpose of producing letters, memoranda, agendas, calendars, bulletins, monthly menus, awards and other documents as necessary
- Assume other duties as assigned

**Necessary Skills, Knowledge, and Abilities:**

- Utilize Excel, Word, Power School and other databases as needed to complete job functions
- Perform efficient typing and clerical work
- Knowledge of correct English usage, spelling, grammar, and punctuation
- Organize student files efficiently
- Have the ability to multi-task and address and prioritize tasks efficiently to get the job done
- Communicate effectively, both orally and in writing
- Get along well with co-workers
- Maintain confidentiality regarding students and coworkers

**Education / Testing Required**

- High School Diploma or equivalent / Job related experience preferred
- Willingness to attend trainings, workshops and webinars as required to complete job assignments
- Department of Justice and FBI Fingerprint Clearance; Negative TB test required

**Three Rivers Union School District**  
**Superintendent's Job Description**

**Job Goal:** To manage the school system and to provide leadership according to the school district's vision.

**PERFORMANCE RESPONSIBILITIES**

Note: At the discretion of the Superintendent, he/she may delegate any of the authority and responsibilities of the position. However, the Superintendent is not relieved of final responsibility for actions taken under such delegation.

**Primary Responsibilities:**

1. Take necessary steps to assure the safety and welfare of students and employees in the schools, at school sponsored activities, and in transit to and from school.
2. To be the chief executive officer (CEO) of the District and administer the instructional services, business affairs, personnel, and property management with the assistance of the employee staff of the District. He/She will have the right to speak on all matters before the board but not to vote.
3. To enforce all provisions of law and all rules and regulations relating to the management of the schools and other educational, social and recreational activities under the direction of the Board.
4. Represent the District in dealings with other school systems, professional organizations, business firms, agencies of government and the general public.
5. Maintain, on behalf of the District, such a program of public relations as may keep the public informed as to the activities, needs and successes of the District.

**Board / Superintendent Relationship:**

1. Keep the Board informed of the condition of the District's educational system.
2. Attend all Board meetings, both open and closed sessions.
3. Prepare the agenda for Board meetings, in consultation with the President of the Board. Prepare and submit materials and recommendations to the Board on all matters requiring Board action.
4. Enforce Board Policy and prepare an explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
5. Work with the Board to develop long-range goals and objectives for the District.
6. See to the execution of all decisions of the Board.
7. Act as a reference agent for all criticisms, complaints, and suggestions brought to the board. The Superintendent shall be responsible for investigating issues and making recommendations to the Board for appropriate actions.

**Budget / Business**

1. Work with the County business staff to prepare the annual operating budget recommendations based on guidelines set by the County Office of Education, California State Department of Education and other educational financial institutions.
2. Prepare the final budget and submit it to the Board in order to provide an adequate opportunity for the Board's discussion and deliberation.
3. Implement the approved budget. Inform the Board of any budget revisions necessary throughout the fiscal year.



4. Maintain adequate records for the school, including a system of financial accounts, business and property records, personnel records, school population and scholastic records. Act as custodian of such records and all contracts, securities documents, title papers, and other records of importance to the Board.

### **Educational Leadership and Curriculum**

1. Keep informed of current curricular and educational thoughts, trends, and practices, as well as proposed legislation impacting the schools.
2. Oversee development and implementation of objectives and long-range plans for curriculum and instructional evaluation and improvement.
3. Work closely with the staff to assure continuous study and revision of curriculum guides and courses of study adhering to the California Standards of Teaching and Learning.

### **Personnel**

1. Make recommendations to the Board for hiring of all personnel.
2. Assure professional development opportunities are available for the school staff.
3. Conduct performance evaluation of school personnel and take necessary actions regarding any employee whose performance is judged to be unsatisfactory.
4. Conduct meetings of school personnel as are necessary for discussion of matters related to the welfare and improvement of the schools.
5. Oversee employee relations in the District.

### **Facilities**

1. Work closely with school maintenance personnel to determine short and long-range building needs and oversee implementation of construction, operation, and maintenance programs.

\*\* Completes all other duties as required or assigned by the Board.

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Note: The Evaluation piece really belongs in the contract. I have attached a copy of my contract for you to review.

### **Evaluation**

1. The Board and Superintendent shall annually discuss Superintendent-Board relationships. The parties shall meet to establish District goals and objectives for the ensuing year.
2. The Board shall annually review the performance of the Superintendent as it relates to the goals mutually determined by the Superintendent and the Board to be the goals of the Superintendent.
3. Discussion and evaluation of performance and working relationship between the Board and the Superintendent shall be held in closed session.
4. After reviewing the performance of the Superintendent based upon the agreed upon goals and objectives established for the school year, the Board shall notify the Superintendent in writing whether he/she has performed, in the Board's judgment, satisfactorily or unsatisfactorily.
5. If performance is deemed unsatisfactory, the Board shall identify in writing specific areas where improvement is required, provide written recommendations for improvement and notify the Superintendent that another evaluation will be conducted within a specified period of time. (6 months). This documentation shall be provided within 30 days of the date of the evaluation.

**Three Rivers School District**

**Board Approved: June 14, 2017**

**Job Description**

**Job Title: Custodian**

**Job Summary:** The job of Custodian is done for the purpose of maintaining a clean, safe and orderly environment both inside and out at Three Rivers School. This job includes a variety of duties and requires someone able to prioritize responsibilities, follow directions given by Superintendent or Maintenance / Grounds Personnel, and maintain a designated cleaning schedule. This is a 4 hour position; 4 days per week; 16 hours weekly. Health benefits are not included.

**Responsibilities:**

- Clean and maintain classrooms, bathrooms, and other areas designated on campus
- Set up a schedule for resupply of classroom, bathroom, and office paper supplies
- Report to supervisor with questions or problems
- Other duties as determined and assigned by the Superintendent

**Necessary Skills, Knowledge, and Abilities**

- Able to lift 30-50 pounds
- Ability to follow directions and appropriate safety procedures as given
- Ability to safely operate necessary equipment
- Work well with staff and respond to requests as appropriate

**Education / Testing Required**

- High School Diploma or equivalent
- Valid California Driver's License
- Job related experience
- Department of Justice and FBI Fingerprint Clearance
- Negative TB Test required

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