

Ware Public Schools
JOB DESCRIPTION

TITLE OF POSITION: Director of Business Services

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Superintendent

JOB MISSION: To administer the fiscal affairs of the district efficiently, expeditiously, and to the ultimate benefit of each student enrolled. To assist the Superintendent of Schools in developing and carrying out sound practices of fiscal management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Acts as general accountant for the school system and preserves all accounts, vouchers, and contracts relating to the schools
- Directs all financial accounting
- Maintains current encumbrance account system
- Provides accounting services essential to the preparation, administration, supervision, and control of the budget
- Obtains the annual budget requirements for all departments and prepares preliminary budget estimates
- Assists in the development, control and review of the annual school budget and reports
- Develops statistical and informative data as deemed necessary or when requested
- Supervises the preparation of payrolls, including deductions for with-holding tax, pension, social security, Blue Cross Blue Shield, major medical, life insurance, health insurance, and such other required salary deductions
- Prepares and maintains all necessary earnings records, deduction records, and similar personnel payment records
- Reports monthly to the School Committee the amount for which warrants have been drawn during the preceding month, all accounts against which the warrants have been drawn, and the balance to the credit of each account
- Serves as accountant for regular budget and all federal, state and private grants approved by the School Committee
- Makes itemized reports and updated reports as required for the proper administration of state and federal grants
- Collects tuition, rental, and other monies due the School Committee, except monies apportioned by the federal, state, or local government
- Establishes and maintains current inventory control and property
- Establishes and maintains appropriate personnel records
- Assists in the development of personnel regulations for all staff employees
- Assists in developing long-range plans of school plant needs
- Assists in the coordination and overall operation of the School Lunch Program
- Coordinates with the Director of Buildings and Grounds to assist in the supervision of all projects, service requirements, and other contractual services regarding the general operation and maintenance of the school plant

- Coordinates with the Director Buildings and Grounds to prepare budget requests for maintenance, operation, and physical facility improvement programs
- Prepares, enters, and records all disbursements of district funds
- Provides advance warning of potential over-expenditure of budgeted funds
- Supervises the salary and accounts payable processes and procedures
- Verifies by affidavit every such account or demand
- Supervises payroll authorization preparations and all related files
- Maintains separate accounts for the Athletic Fund, Cafeteria Fund, other revolving funds, and gift accounts that may be established by the School Committee
- Coordinates with the Director Buildings and Grounds to assist in the supervision of all functions and work activities in the operation and maintenance of school plant and equipment
- Makes a monthly report to the Director of Food Services /Buildings and Grounds on paid and outstanding invoices and payroll
- Verifies personally all bank accounts monthly
- Supervises preparation of monthly reports on personnel and non-personnel accounts
- Deposits all miscellaneous revenue collected and renders a monthly report to the School Committee of the receipts during the preceding month
- Makes all reports that are the result of the accounting function
- Prepares financial and other budget reports at regular intervals, i.e. responsible for cost studies, monthly condition of accounts reports, and other appropriate financial data
- Makes a full and complete itemized report of the finances of the district to the School Committee at the close of each fiscal year
- Supervises clerical aspects of all insurance matters such as maintenance of policy registers, premiums, claims and the like
- Approves all purchase orders according to criteria established by the School Committee
- Organizes and streamlines purchasing techniques that will permit the greatest economies
- Reports to the Superintendent of Schools on the accounting affairs of the district and recommends changes and improvements as needed
- Examines and audits all accounts and demands against the School District
- Supervises the keeping of all financial records
- Oversees the operation of computerized business procedures and equipment in the school system
- Arranges for audits of all accounts and records annually by an independent certified public accountant selected by the School Committee
- Cooperates with the auditors and provides information to them as requested.
- Recommends the purchase of and oversees the maintenance of accounting equipment
- Makes a full and complete report of the town budget and all state and federal grant budgets to the Town Accountant at the close of the fiscal year
- Checks monthly with the Town Accountant to verify that balances are the same as the School Department
- Assists the Superintendent in administering Massachusetts Procurement Law
- Prepares and develops specifications for bidding and quotation requests for all supplies, equipment, and contractual services and analysis thereof
- Reviews all requisitions and work orders prior to submission to Superintendent's office

- Responsible for the financial part of the End-of-Year state report
- Maintains files of all service and supply contracts
- Develops architectural specifications
- Coordinates with the Director of Buildings & Grounds to establish and maintain a comprehensive file of all plans, blueprints and instructions related to physical facilities
- Assumes responsibility for all transportation matters, i.e. drawing up specifications and contracts
- In cooperation with the bus contractor, assists in the planning of bus routes and route schedules to provide transportation for students in the Ware Public Schools using population information provided by the administration and principals of the schools
- Coordinates with the bus contractor to arrange to have bus routes and schedules for the coming school year published during August. Also assists in arranging to have route and/or schedule revisions published as necessary
- Periodically evaluates the operation of the school transportation system and makes recommendations to the Superintendent for improving the efficiency and safety inherent in the operation
- Performs other duties related to the school transportation system they are assigned by the Superintendent and/or School Committee
- The Director shall attend the meetings of the School Committee unless excused
- The Director shall attend the meetings of the School Committee sub-committees unless excused
- The Director assumes responsibilities relating to School Building/Restoration Committees and the School Building Assistance Bureau, as assigned by the Superintendent of Schools
- The Director acts as liaison between the School Committee and other Town Departments if/when necessary
- The Director represents the School Department at other town Department meetings and cooperates with Town Committees (e.g. Town Insurance Committee) providing such information as may be requested, and makes recommendations to these committees if/when necessary
- Performs related and appropriate work as assigned by the Superintendent and/or School Committee

2017-2018

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: Director of Buildings and Grounds Maintenance

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Superintendent

JOB MISSION: Health/Safety and student achievement. Maintain staff relationships with building principals. To assist in the development, administration, and implementation of an organized and effective program for school buildings and grounds maintenance and repairs

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directly Supervises Working Supervisor of Custodians/Grounds, Maintenance Mechanic
- Directly supervises the overall program of maintenance and repairs of all school buildings, facilities and grounds
- Coordinates and cooperates with the Director of Business Services in the supervision of all projects, service requirements and other contractual services regarding the general operation and maintenance of the school plant
- Coordinate and cooperate with the Director of Business Services in the development of a five year facility management plan including budgets for each facility under the control of the School Committee
- Coordinates adherence to AHERA, MSDS, OSHA, EPA, and any other federal, state or local regulations for health and safety of maintenance personnel and building occupants
- Coordinates with and assists the Director of Business Services in the preparation of specifications and bid conditions for all operation/maintenance capital equipment purchases and service contracts (i.e. trash removal, snow plowing, lawn mowing) requiring such bids by law or by Ware School Committee policy
- Coordinates and cooperates with the Director of Business Services in developing and implementing long range plans of school plant needs
- Coordinates and cooperates with the Director of Business Services to maintain an inventory of all capital equipment
- Coordinates and cooperates with the Director of Business Services to establish and maintain a comprehensive file of all plans, blueprints and instructions related to physical facilities
- Coordinates and assists the Director of Business Services in the preparation of budget requests for maintenance, operation and physical facility improvement programs
- Coordinates and assists the Director of Business Services in the purchase of all supplies and equipment needed for operation and maintenance of school buildings, facilities and grounds
- Approves time off for maintenance staff, evaluates performance of maintenance staff and disciplines such staff where appropriate (unless there are recommendations regarding discipline)

- Is involved in the interviewing and hiring of maintenance staff and buildings and grounds personnel
- Evaluates and supervises Custodial Supervisor
- Coordinates and cooperates with the Building Principals and/or the Superintendent/designees in the supervision of all functions and work activities in the operation and maintenance of school plant equipment and grounds
- Supervises the planning and preparation of any special buildings and or grounds arrangements required for school district sponsored events
- Assists and coordinates with the Building Principals and/or the Superintendent/designee in the screening, interviewing and hiring/appointment of all school custodian personnel
- Assists and coordinates with the Building Principals and/or the Superintendent/designee in the standardization and administration of personnel policies, levels of cleanliness, health and personnel safety and campus safety/security
- Assists and coordinates with the Building Principals and/or the Superintendent/designee in the administration of personnel policies and the performance evaluations of custodian personnel
- The Director shall attend the meetings of the Ware School Committee as necessary
- The Director shall attend the meetings of the Ware School Committee sub-committees as necessary
- The Director shall act as liaison between the Ware School Department and other Town Departments if/when necessary as assigned
- Abides by and implements all procedures as directed by federal, state and/or local agencies
- Completes and files all reports as required and/or requested by federal, state and/or local agencies
- Seeks grants to address various facilities issues
- Performs related and appropriate work as assigned by the Superintendent

2017-2018

Ware Public Schools

JOB DESCRIPTION

TITLE OF POSITION: Director of Special Education

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: The Superintendent of Schools

JOB MISSION: Provides administrators, teachers, & paraprofessionals effective development, implementation, maintenance, and evaluation of high quality student support programs and services from initial student referral through discharge.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Duties: The Director of Special Education is the supervisor of those system wide programs for which the director has been assigned responsibility: Special Education and English Language Education. The director is a member of the administrative/management team and is responsible to the Superintendent of Schools. He/she works cooperatively with building administrators and all members of the staff in providing leadership and assistance in the areas of special education and English Language Education services, grants administration/management, staff assistance and support, planning and implementation, and/or curriculum development. General responsibilities are concerned with the implementation of planned, sequential and consistent programs that comply with applicable state and federal laws and regulations.

Specific Responsibilities:

- Assumes general supervision and organization of all special education programming in conformance with all local, state, and federal laws, policies and regulations
- Works cooperatively with building principals to implement procedures for the screening, evaluation and implementation of appropriate educational plans for special needs students and assessments to determine the progress of these students and the effectiveness of special education programs
- Directs and coordinates a program of screening for both preschool and kindergarten children to identify those who may be in need of special services
- Oversees and provides direction to the school psychologists, the Administrative Assistant for Special Education, and other specialists/related services consultants
- Arranges, schedules, and supervises meetings with members of the special education staff, the general staff, parents, etc.
- Consults with building principals, teachers, parents and others concerned with the needs of and educational program provisions for special needs children
- Informs building principals of matters pertaining to their building in the area of special education
- Reviews and approves educational plans for students recommended by the evaluation teams
- Maintains all necessary records of special needs students and submits required local and state reports for special needs children and associated special needs programs
- Acts as the liaison between the School Department and outside personnel or agencies in regard to special needs children and services

- Interprets the functions of special education/related services staff and the objectives of all special education/related services (preschool through age 21) to administrators, teachers, parents, and the public at large
- Attends professional meetings on the local, state, and national level, endeavoring to be informed in areas such as new developments and new materials in the field - and to disseminate such information to appropriate staff members
- Advises the Superintendent on all matters pertaining to problems and questions related to special education needs and services
- Continuously evaluates the special needs program - and encourages research in this area
- Submits reports, as may be deemed necessary, to the Superintendent of Schools
- In addition, is responsible for any other duties assigned to him/her by the Superintendent of Schools

Other Responsibilities:

- Actively pursues and coordinates other sources of revenue or support including but not limited to state grants, federal grants, fellowships, school-community partnerships, gifts, and loans that pertain to his/her areas of responsibility
- Serves as a member of an administrative team to direct the total operation of the school system, including budget
- Keeps abreast of current research and ideas by interacting with other administrators, coursework, readings, conferences, and professional organizations
- Serves as the School System's Equal Opportunity Officer (E.O.O.) in accordance with the provisions of the Ware School Committee's Sexual Harassment Policy and compliance officer for Section 504, Titles II, IV, VI, IX, AND THE Americans with Disabilities Act Coordinator
- Serves as the English Language Education Director for the Ware Public Schools working with principals and school based coordinators to implement regulations related to this law and implementing services needed by English Language Learners
- Plan, implement, and/or approve professional development activities as related to special services, therapies and the staff assigned to these areas

2017-2018

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: Director of Accountability

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Superintendent

JOB MISSION: To assist the Superintendent and Curriculum Director in the development and implementation of curricular that is aligned to the MA State Curriculum Frameworks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises Curriculum & Accountability Assistant and Curriculum & Accountability Paraprofessional/Data Clerk
- To devote attention, time, energy and skill to providing leadership in developing and maintaining the best possible educational services for the Ware Public Schools.
- To ensure that all students grades K-8, have access to materials and other resources to support their academic success, as supported by Title I.
- To work with the Director of Curriculum to provide coordination and support to teachers, principals, department heads and community members through the accreditation process.
- To work with the Director of Curriculum to ensure staff training of curriculum materials and to provide professional development opportunities.
- To work with the Director of Curriculum to support teachers, principals, department heads, guidance, and technology staff in the development and implementation of system-wide curriculum aligned with the MA Frameworks.
- To support, communicate and facilitate with the Director of Curriculum the implementation of classroom practices and policies that keep instruction current, aligned with the standards and reflective of student need as identified through data analysis of standardized test results and anecdotal evidence.
- To evaluate and interpret with the Director of Curriculum student scores system-wide on the MCAS tests and other student data, prepare an annual plan for improvement of student achievement and communicate this information to educators throughout the district.
- To work with the Director of Curriculum to identify, support and collaborate with other educators to provide sustained professional development opportunities for all members of the Ware School System.
- To work with the Director of Curriculum to ensure that classroom experiences are standards based and comply with the letter and spirit of the No Child Left Behind legislation.
- To participate in all state mandated NCLB and Title I training sessions and disseminate information back to district.
- To work with the Director of Curriculum to support and facilitate the development and implementation of the districts math and ELA curriculum to align with the State Frameworks across grade levels.
- To afford parents meaningful opportunities to participate in the education of their children.

- To keep the district informed of the regulations governing NCLB and Title I, as well as the appropriate use of Title I funds, to ensure that Ware Public Schools is in compliance with all Title I regulations.
- Develop and write Title proposals and Consolidated Grant with others.
- Oversee Title I accountability requirements.
- Complete Title I comparability reports.
- Complete Title I performance and achievement report.
- Write amendments (budget and programmatic).
- Write for funding on a scheduled basis.
- Complete final financial reports with Business Department.
- Provide materials for auditors.
- Prepare documentation for program reviews and write corrective action plans with others.
- Remain informed on legislation/regulations pertaining to NCLB and Title I and keep district officials apprised of relevant issues and requirements.
- Monitor program (public and private schools).
- Coordinate MCAS data and distribute to principals and teachers. Assist principals and teachers in analyzing MCAS data for areas of strength and weakness and assist teachers in using the data trends to drive their instruction.
- The Director of Curriculum with the Director of Accountability is responsible for facilitating the development of a cohesive, standards-based, system-wide curriculum (PreK-12) that is aligned with the Massachusetts Frameworks.
- The Director of Curriculum, the Director of Accountability and building principals are responsible for coordinating the implementation of the curriculum throughout the district.
- The Director of Accountability and the Director of Curriculum will play a key role in organizing the accreditation process and providing support and communication across buildings.
- The Director of Accountability and the Director of Curriculum will work collaboratively with all building principals, Director of Instruction and Special Services, Director of Business Services.
- In collaboration with the Director of Curriculum, Responsible for GRADE and GMADE pre and post testing (spring and fall) for grades K-8. This includes distribution and collection of testing materials, as well as scanning the tests, determining and printing appropriate reports and the follow-up distribution of test results to principals and teachers. Follow-up visits to discuss the data and assist teachers in using the data trends to drive their instruction.
- Responsible for scanning of GRADE and GMADE tests. Print-out results from TestWiz for teachers in a variety of formats so that they use the data to inform and drive instruction.
- Support schoolwide planning, development, review and implementation in collaboration with Director of Curriculum and building principals.
- In collaboration with Director of Curriculum, provide ongoing professional development opportunities for staff and parents that:
 - Expand teachers' knowledge of the subject matter of the school curriculum.
 - Extend teachers' familiarity with, and use of, the Massachusetts learning standards and Curriculum Frameworks in planning classroom curricula.
 - Provide educators with opportunities to evaluate a range of common pedagogical practices in their subject areas and to determine when different practices are most effective.
- Focuses on clearly defined goals and priorities for district-sponsored professional development.
- Aligns professional development resources with district academic goals.

- Allows for the evaluation of professional development activities.
- Ensures that professional development activities are coordinated across the district.
- Connect professional development with continuous district- and school-improvement planning.
- Support teachers and schools with materials supporting the curriculum in collaboration with Director of Curriculum.
- Coordinate services with building principals and Director of Curriculum.
- Develop and administer needs assessment surveys at the individual school and district level in collaboration with Director of Curriculum.
- Evaluate program impact and make appropriate program changes with Director of Curriculum.
- Support implementation and evaluation of parent activities/ parental involvement
- Support parent and family involvement activities and requirements with building principals.
- Support evaluation of parent activities.
- Private schools (contact and consult with private schools, notification of possible services, overseeing services to eligible students, maintain inventory).
- Review Single Audit Findings and Auditor's recommendations for corrective action, if applicable.
- Plan and implement a Supplemental Educational Services program for students, if applicable.
- Participate in workshops/conferences offered by the Department of Education.
- Plan and implement a specials rotation (Title I funded) Math and English Language Arts Enrichment class at Ware Middle School to address the needs of students who scored in the (scaled score) 214 to 224 point range in their Math and ELA MCAS scores.
- Perform other duties as assigned by the Superintendent.

2017-2018

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: Director of Curriculum

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Superintendent

JOB MISSION: To assist the Superintendent in the development and implementation of curricular that is aligned to the MA State Curriculum Frameworks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises Curriculum & Accountability Assistant
- Support teachers, principals, department heads, guidance, and technology staff in the development and implementation of system-wide curriculum aligned with the MA Frameworks.
- Working with the Director of Accountability to provide coordination and support to teachers, principals, department heads and community members through the accreditation process.
- Support, communicate and facilitate with the Director of Accountability the implementation of classroom practices and policies that keep instruction current, aligned with the standards and reflective of student need as identified through data analysis of standardized test results and anecdotal evidence.
- Evaluate and interpret with the Director of Accountability student scores system-wide on the MCAS tests and other student data, prepare an annual plan for improvement of student achievement and communicate this information to educators throughout the district.
- Participate in system-wide budgetary process including recommending materials and budgetary allocations to building principals that will support curriculum initiatives.
- Work with the Director of Accountability to identify, support and collaborate with other educators to provide sustained professional development opportunities for all members of the Ware School System.
- Support faculty and administrators in effectively implementing Professional Growth Plans to align with the Ware Public Schools needs.
- To devote attention, time, energy and skill to providing leadership in developing and maintaining the best possible educational services for the Ware Public Schools.
- Work closely with the Director of Accountability to ensure that all students grades PreK-12 have access to materials and other resources to support their academic success.
- To ensure staff training of curriculum materials and to provide professional development opportunities.
- The Director of Curriculum with the Director of Accountability is responsible for facilitating the development of a cohesive, standards-based, system-wide curriculum (PreK-12) that is aligned with the Massachusetts Frameworks.
- The individual, with the Director of Accountability is responsible for coordinating the implementation of the curriculum throughout the district.

- The Director of Curriculum and the Director of Accountability will also play a key role in organizing the accreditation process and providing support and communication across buildings.
- The Director of Curriculum and the Director of Accountability will work collaboratively with all building principals, Director of Instruction and Special Services, Director of Business Services.
- In collaboration with the Director of Accountability, responsible for GRADE and GMADE pre and post testing (spring and fall) for grades K-12 This includes distribution and collection of testing materials, as well as scanning the tests, determining and printing appropriate reports and the follow-up distribution of test results to principals and teachers. Follow-up visits to discuss the data and assist teachers in using the data trends to drive their instruction.
- Responsible for scanning of GRADE and GMADE tests. Printout results from TestWiz for teachers in a variety of formats so that they use the data to inform and drive instruction.
- Support school wide planning, development, review and implementation in collaboration with Director of Accountability and building principals.
- In collaboration with Director of Accountability, provide ongoing professional development opportunities for staff and parents that:
 - Expand teachers' knowledge of the subject matter of the school curriculum.
 - Extend teachers' familiarity with, and use of, the Massachusetts learning standards and Curriculum Frameworks in planning classroom curricula.
 - Provide educators with opportunities to evaluate a range of common pedagogical practices in their subject areas and to determine when different practices are most effective.
 - Focuses on clearly defined goals and priorities for district-sponsored professional development.
 - Aligns professional development resources with district academic goals.
 - Allows for the evaluation of professional development activities.
 - Ensures that professional development activities are coordinated across the district.
 - Connect professional development with continuous district and school improvement planning.
- Support teachers and schools with materials supporting the curriculum in collaboration with Director of Accountability.
- Coordinate services with building principals and Director of Accountability.
- Develop and administer needs assessment surveys at the individual school and district level in collaboration with Director of Accountability.
- Evaluate program impact and make appropriate program changes with Director of Accountability.
- Perform other duties as assigned by the Superintendent

**WARE PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE OF POSITION: School Nurse Leader

QUALIFICATIONS:

1. Valid Massachusetts RN license.
2. Minimum of a Bachelor's degree in nursing.
3. Licensure as a school nurse by the Massachusetts Department of Elementary and Secondary Education.
4. Minimum of 3 years of experience in school nursing or related field.
5. Certification in CPR/AED.

REPORTS TO: Superintendent of Schools

JOB GOAL: Manage the total school health service program, providing nursing leadership within the school system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee the entire school health service program.
- Promotion of healthy and safe school environment.
- Participation in MDPH initiatives appropriate to the student population in the community.
- Participation in statewide and local emergency preparedness planning.
- Attend mandatory MDPH quarterly meetings of School Nurse Leaders; relevant statewide advisory committees; and other regional and community coalitions that support school health and safety.
- Maintenance of school health Management Information System.
- Participation in School Health/ Wellness Committees.
- Consult with school physician, school administrators and school committee to establish, review and revise health policies, procedures and specific programs for comprehensive health education and services.
- Coordinate in-service programs for school personnel in first aid, emergency care and current health issues.
- Other duties as assigned by Superintendent of Schools.

2017-2018

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: Director of Food Services

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: The Superintendent of School

JOB MISSION: Supervises the district's breakfast and lunch programs along with managing the food service department. Another area of oversight is planning and serving nutritionally balanced meals as cost effectively as possible.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises the overall operation of the school Lunch and Breakfast Programs, along with Summer Feeding Program
- In charge of menu planning, food purchasing, preparation and serving of food in a food services situation
- Provides for the proper storage of all food
- Abides by and implements all procedures as directed by Federal, state and/or local regulatory/monitoring agencies
- Completes and files all reports as required and/or requested by Federal, state and/or local agencies
- Makes application for government surplus food (i.e. commodities) for school cafeteria use, and directs its distribution and transfer
- Operates a program of cooperative purchasing among cafeterias, particularly for high-volume items, such as bread, milk, and canned goods
- Coordinates with and assists the Director of Business Services in the preparation of specifications and bid conditions for all food services items requiring such bids by law or by Ware School Committee Policy
- Purchases and maintains an inventory of all foods, supplies, and equipment regarding the School Lunch and Breakfast/Cafeteria Program
- Makes all applications for federal subsidies
- Checks all government reimbursements
- Makes distribution of all federal and/or state funds to various school lunch/breakfast and school milk programs
- Plans and checks all menus for school lunches, breakfast program and special dinners
- Plans and supervises the preparation and serving of menus at all schools
- Supervises the planning and preparation of all special meals and/or refreshments required for school district-sponsored events
- Provides assistance and suggestions for the preparation and serving of government surplus foods
- Visits all lunchrooms and cafeterias on a regular basis, checking that high standards of health and safety are maintained and observing possible improvements in operations
- Inspects school lunch/breakfast facilities and operations to ensure that standards of diet, cleanliness, health and safety are being maintained

- Standardizes prices charged for various types of lunches, including the price of milk
- Standardizes as much as possible the size of portions served as related to lunch type
- Assist Building Principals and teachers in the instructional phases of the cafeteria program and in the classroom instructional units of work pertaining to nutrition
- Keeps patrons and the public informed of the menus and services offered by the school cafeterias and of the health and educational benefits gained by students through participation in the school food service program
- Informs the public, through the local press, of planned lunch menus on a weekly basis
- Coordinates and cooperates with the Director of Business Services in the monthly reporting of paid and outstanding invoices and payroll
- Coordinates and cooperates with the Director of Business Services to standardize cafeteria accounting procedures
- Coordinates and cooperates with the Director of Business Services to arrange for audits of cafeteria accounts through approved auditors
- The Director shall attend the meetings of the Ware School Committee upon request
- The Director shall attend the meetings of the Ware School Committee sub-committees upon request
- The Director shall act as liaison between the Ware School Department and other Town Departments if/when necessary as assigned
- Other duties as assigned by the Superintendent of Schools

2017-2018

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: Stanley M. Koziol Elementary School Principal

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Superintendent

JOB MISSION: Health/Safety and student achievement. To assist the Superintendent in the task of providing leadership in the development, implementation, maintenance and coordination of the district's educational programs at the building level. The principal is responsible to the Superintendent for the total successful operation of the building to which he/she is assigned. To provide leadership, supervisory and administrative skills in support of quality teaching and learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises all SMK Elementary School personnel
- Responsible for maintaining an effective learning climate at the school.
- Responsible for implementing School Committee policies and administrative rules and regulations.
- Responsible for facilitating the development of guidelines for proper student discipline.
- Responsible for maintaining accurate financial records for student activities.
- Responsible for the development of the master schedule.
- Responsible for the recruitment, training and evaluation of professional, support, and non-professional staff.
- Responsible for planning and moderating meetings of the staff as necessary.
- Responsible for facilitating the development, evaluation and revision of the curriculum.
- Responsible for public relations, focused on furthering the community's understanding and support of the education programs.
- Responsible for the preparation and administration of the general school budget and coordination of grade level budgets.
- Responsible for supervising the preparation for all school reports as required.
- Responsible for the development and maintenance of a healthy and productive working environment
- Other duties as directed by the Superintendent of Schools

Evaluation of the performance of these responsibilities will be done by the Superintendent of Schools.

2017-2018

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: Stanley M. Koziol Elementary School Assistant Principal

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Building Principal

JOB MISSION: Health/Safety and student achievement. To provide leadership, supervisory and administrative skills in support of quality teaching and learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises all SMK Elementary School Personnel
- Responsible for maintaining an effective learning climate at the school.
- Responsible for implementing School Committee policies and administrative rules and regulations.
- Responsible for facilitating the development of guidelines for proper student discipline.
- Assist in the development of the master schedule.
- Assist in the recruitment, training and evaluation of professional, support and non-professional staff.
- Assist in facilitating the development, evaluation and the revision of the curriculum.
- Responsible for public relations, focused on furthering the community's understanding and support of the education programs.
- Responsible for supervising the preparation for all school reports as required.
- Responsible for the development and maintenance of a healthy and productive working environment.
- Chair S.A.T. team at SMK
- Provide full and partial day coverage for staff.
- Direct supervision of students during breakfast, lunch/recess, and dismissal.
- Homeless Coordinator for the District
- Other duties as directed by the Superintendent of Schools

Evaluation of the performance of these responsibilities will be done by the Principal of Stanley M. Koziol Elementary School.

2017-2018

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: Principal Ware Middle School

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Superintendent of Schools

JOB MISSION: Health/Safety and student achievement. To assist the Superintendent in the task of providing leadership in the development, implementation, maintenance and coordination of the district's educational programs at the building level. The principal is responsible to the Superintendent for the total successful operation of the building to which he/she is assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises all assigned middle school personnel
- MCAS preparations
- Recommend personnel to the Superintendent for hiring
- Oversee the implementation of Technology plans in the building
- Work with central office personnel and the other principals in the development and implementation of annual budget.
- Develop rules and regulations and procedures for efficient building operations (Student/Parent Handbooks, Staff Handbooks, etc)
- Responsible for attendance, conduct, and health of students and staff
- Responsible for implementing DOE policies, district rules and regulations and laws of the state of Massachusetts
- Responsible for student activity funds
- Organize and approve all requests for building usage
- Provide innovation and leadership to the staff in determining objectives and identifying school needs as the basis for developing long/short range goals for the school
- Interprets and implements the district approved curriculum as it relates to the individual school needs
- Evaluates all assigned personnel in accordance with district policy
- Participates in principal's meetings, negotiation meetings, and other such meetings as required or deemed as appropriate
- Maintains positive human relations skills which strengthen support and morale including the ability to resolve conflicts and reduce tension among students, staff, and parents
- Provides support and orientation for all new staff members

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: Principal – Ware High School

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Superintendent

JOB MISSION: Health/Safety and student achievement. To assist the Superintendent in the task of providing leadership in the development, implementation, maintenance and coordination of the district's educational programs at the building level. The principal is responsible to the Superintendent for the total successful operation of the building to which he/she is assigned. To provide leadership, supervisory and administrative skills in support of quality teaching and learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises all high school personnel
- Responsible for maintaining an effective learning climate at the high school
- Responsible for implementing School Committee policies and administrative rules and regulations
- Responsible for facilitating the development of guidelines for proper student discipline
- Responsible for the planning, organization, and the implementation of the extracurricular programs
- Responsible for overseeing accurate financial records for student activities
- Responsible for the development of the master schedule
- Responsible for the recruitment, training and evaluation of professional, support, and non-professional staff
- Responsible for planning and moderating meetings of the staff as necessary
- Responsible for facilitating the development, evaluation and revision of the curriculum
- Responsible for public relations, focused on furthering the community's understanding and support of the education programs
- Responsible for the preparation and administration of the general school budget and coordinates departmental budgets
- Responsible for supervising the preparation for all school reports as required
- Other duties as directed by the Superintendent of Schools
- Responsible for the development and maintenance of a healthy and productive working environment

Evaluation of the performance of these responsibilities will be done by the Superintendent of Schools.

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: Assistant principal: Ware High School

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Principal

JOB MISSION: Health/Safety and student achievement. To provide leadership and supervision in support of quality teaching and learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works cooperatively with the principal, the staff, and the faculty to implement an effective, comprehensive, educational program to benefit all students at Ware High School
- Assume the responsibility for the administration of Ware High School in the absence of the Principal
- Assist in implementing effective supervisory and administrative procedures which facilitate the attainment of the Educational Philosophy and Goals of the Ware School System
- Work cooperatively with the staff and faculty to institute procedures, policies and programs which will benefit the educational curriculum of the school
- Participate in classroom visitations and staff evaluation reports as coordinated by the Principal
- Effectively assist in the development and administration of the discipline and attendance policies for all students at Ware High School
- Serve as the administrative liaison person for a variety of school, parent and community committees as assigned by the Principal
- Work in conjunction with the principal, faculty, and staff to prepare newsletters, news releases, letters and other media material to effectively communicate the mission, goals, objectives and activities, of Ware High School
- Develop and coordinate a plan for all extra-curricular activities and field trips at Ware High School
- Coordinate the scheduling of all facility usage of the building and grounds of the Ware High School complex
- Work cooperatively with the Special Education Department in making referrals, seeking suitable educational plans and representing the Ware High School administration at TEAM meetings when assigned
- Work cooperatively with the Guidance Department and staff to assist all students in achieving academic and personal success during their enrollment in Ware High School
- Assume the role of chairperson of the Attendance Review Committee at Ware High School
- Work cooperatively with the Principal and Guidance Department in the preparation of academic and duty schedules for the teachers and the students of Ware High School
- Assist and advise the Principal in the preparation of the Ware High School Budget

- As a member of the administrative team, under the supervision of the Principal, implement the policies of the Ware School System
- Perform and assume other duties as deemed appropriate by the Principal

Evaluation of the performance of these responsibilities will be done by the Principal of Ware High School.

2017-2018