

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

**WARE PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE OF POSITION: Building Secretary

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred. A School Secretary should possess qualities of loyalty and confidentiality and be able to adapt to change easily and accept duties and responsibilities delegated to her by the supervising Principal.

REPORTS TO: Building Principal/designee

JOB MISSION: To provide support of administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Typing confidential correspondence for the Principal and Assistant Principal
- Screening all Principal's calls, concerns and complaints – taking and delivering messages and relaying school policy
- Making appointments and setting up interviews for the Principal and Assistant Principal
- Maintain the sub book and process all faculty personal/professional days
- Keep track of all faculty absences and once a week send all faculty absences to the Superintendent's Office
- Processing all time sheets
- Process insurance forms for students and make a list of all students that will get insurance and forward to insurance company
- Typing and knowledge of all statistical reports and/or system-wide reports
- Knowledge of school registers and computer transactions-modify student date-school attendance and generating school lists
- Taking inventory and ordering office/school supplies at the end of the year
- Responsible for collecting all materials due by the faculty in a timely manner (syllabus-final exams-plan books-forms etc.)
- Sending correspondence generated by the Principal/Assistant Principal to the faculty – set up faculty meetings/agendas
- Sort and distribute Principal's mail
- Keep Principal's daily schedule book
- Maintain cash accounts
- Helping out in the main office with writing passes for tardy students, taking care of student needs-forgotten lunches/lost and found items, special request
- Intercom duties-announcements and knowledge of bell system
- Taking care of student needs-health and nursing services when there is not a nurse in the building
- Prepare handouts
- School Advisory Council duties-sending out notices/preparing for meeting

- Retention/gathering lists from teachers/send letters home, compile list for Principal
- Work with Principal on school budget (prepare purchase orders)
- Oversees preparation of packets for faculty for first day of school and closing day packet
- Publication and preparation of student awards/honors (Pro Merito/Honor Rolls/Attendance Awards, etc)
- Organizing Public Ceremonies (e.g. Graduation – DARE – SAFE) in detail
- Faculty contact for pertinent information and school policy-writing letters and developing form letters
- Collecting names of students with lost or stolen books-writing letters home
- Coordinating/organizing special school events
- Maintaining office equipment
- Process all Use of Facilities applications
- Prepares faculty/staff winter call list/summer call list
- Assumes other duties/responsibilities as assigned by the Building Principal/designee

2017-2018

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: Department Chairperson (Ware High School)

QUALIFICATIONS: Leadership skills and knowledge of scheduling, budget management, and curriculum.

REPORTS TO: The Principal

JOB MISSION: Health/Safety and student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organization and administration of the department
- Have the responsibility to oversee the work of the teachers in the department. This responsibility includes classroom visits and observations. Shall assist the administration in the selection of personnel and may be requested to give input regarding the retention or dismissal of personnel.
- Will hold departmental meetings at a minimum of one per month. The purpose of these meetings would be to share information and to work on such things as curriculum, teaching techniques, classroom management, and other departmental issues. Agendas and minutes of these meetings will be forwarded to the Principal in a timely manner.
- Have the responsibility for the selection and inventory of textbooks and other instructional materials as well as to oversee the repair or replacement of malfunctioning equipment
- Are under the direct supervision of the Principal and shall inform the administration of matters involving the department. Principal approval is necessary before departmental policies are implemented
- Will constantly review the work of their departments in order to be well attuned to areas of curriculum, pedagogy, or classroom management that might need improvement, expansion, or deletion
- With the Principal's approval, will attend such conferences, seminars, and meetings that will serve to improve the department's subject area and/or the Chair's administrative abilities
- Will develop and/or maintain up-to-date courses of studies and syllabi
- Will be instrumental in planning and/or supervising significant activities for student groups in school and off school grounds. Chairs will encourage or direct teachers to maintain clear communication with parents concerning courses, programs, and student concerns.
- Will prepare and submit annually a detailed budget covering the needs of the department for the following fiscal year
- Will guide and instruct members of the department relative to courses of study, grading of students, teaching techniques, departmental and school regulations
- May be asked to visit their charges' classroom in order to remain informed of curriculum delivery and teachers' professional circumstances

- Duties will include but not be limited to: meeting with salespeople, budget managing, text and materials inventory, departmental meetings, classroom observations.
- Will create and maintain basic skills and assessment tests for their departments as required by the most recent NEASC evaluation and the current NEASC standards.
- Will submit to the Principal, Superintendent and School Committee salient departmental reports, once each semester.
- Will be involved in the master scheduling process.

2017-2018

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: Grade 7 and 8 Leadership Council Advisor

QUALIFICATIONS: 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct full class meeting to explain Leadership Council expectations, rules, and election procedure during the first full week of school
- Organize elections through homerooms by the end of September
- Conduct weekly or bi-monthly meetings
- Draw up agenda for each meeting for student notes and homeroom reports
- Keep attendance records and check academic progress of members per student handbook guidelines
- Organize 3 community service projects per year
- Organize 3 grade 7/8 events per year (dances, talent show, roller-skating etc.)
- Organize 1 school betterment project/event per year (handbook revisions, yearbook facility beautification etc.)
- Coordinate all functions with school calendar and activities

2017-2018

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: High School Freshman Class Advisor

QUALIFICATIONS: Experience with scheduling, leading meetings and familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: The Principal

JOB MISSION: Health/Safety and student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Hold a minimum of one monthly meeting either before or after school with class officers to discuss dues, fundraising, class rings or any related issues. Submit date of meetings to the office to be placed on the monthly calendar. Also, submit copies of the agenda and minutes of each meeting to the principal's office
- Hold a minimum of (4) four entire class meetings per year
- Supervise and co-ordinate one major fundraiser for the class during the year. All fundraisers must be approved by the principal/designee. Please check policy manual in the faculty room regarding fundraising
- Deal with any problem students or class may have during the school year
- Promote interest among students to run for class officers
- Chaperone Freshmen Reception
- Attend activities during the day at Ware High School for the Winter Carnival, if it is held. Chaperone the Winter Carnival dance, if it is held.
- Oversee collection of class dues and other monies. Make sure that all monies are immediately turned over to the school treasurer for deposit. **DO NOT KEEP CASH.** Sign all vouchers and submit all bills in a timely manner.
- Sign all announcements and check with administration before any materials are distributed or sent home

2017-2018

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: High School Sophomore Class Advisor

QUALIFICATIONS: Experience with scheduling, leading meetings and familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: The Principal

JOB MISSION: Health/Safety and student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Hold a minimum of one monthly meeting either before school or after with class officers to discuss dues, fundraising, class rings or other related issues. Submit date of meetings to the office, to be placed on the monthly calendar. Submit agenda and minutes of each meeting to the principal's office
- Hold a minimum of four (4) entire class meetings per year
- Supervise and co-ordinate one major fundraiser for the class during the year. All fundraisers must be approved by the principal/designee. Please check policy manual in faculty room in regards to fundraising
- Deal with any problem students or class may have during the school year
- Promote interest among students to run for class officers
- Attend activities during the day at Ware High School for the Winter Carnival, if it is held
- Chaperone the Winter Carnival dance, if it is held
- Oversee collection of class dues and other monies. Make sure that all monies are immediately turned over to the school treasurer. DO NOT KEEP CASH. Sign all vouchers and submit bills in a timely manner
- Sign all announcements and check with administration before any materials are distributed or sent home
- Arrange for and oversee class ring selection and purchases

2017-2018

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: High School Junior Class Advisor

QUALIFICATIONS: Experience with scheduling, leading meetings and 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Hold a minimum of one monthly meeting either before school or after with class officers to discuss dues, fundraising, class rings or other related issues. Submit date of meetings to the office, to be placed on the monthly calendar. Submit agenda and minutes of each meeting to the principal's office
- Hold a minimum of four (4) entire class meetings per year. Supervise and co-ordinate one major fundraiser for the class during the year. All fundraisers must be approved by the principal/designee. Please check policy manual in faculty, room in regards to fundraising
- Deal with any problem students or class may have during the school year
- Promote interest among students to run for class officers
- Attend activities during the day at Ware High School for the Winter Carnival, if it is held
- Chaperone the Winter Carnival dance, if it is held
- Visit banquet halls to confirm hall and date for the Junior Prom. Before any details are finalized check with the principal/designee for approval.
- Finalize plans for the Junior Prom, menu, cost, pictures, etc. Check with administration about student dismissal time for the prom. Check with administration about inviting appropriate guests to the prom (Superintendent of Schools, School Committee, etc.)
- Work with the class president on duties and speech for graduation. Advisor will proofread speech and submit copy to the principal for final approval at least 2 weeks before graduation.
- Oversee collection of class dues and other monies. Make sure that all monies are immediately turned over to the school treasurer. DO NOT KEEP CASH. Sign all vouchers and submit bills in a timely manner
- Sign all announcements and check with administration before any materials are distributed or sent home.

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: High School Student Council Advisor

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 Principal

JOB MISSION: Health/Safety and student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Hold a minimum of two monthly meetings after regular school hours with entire student council
- Hold a minimum of one officers meeting per month
- Submit in writing to the principal agendas and minutes of all meetings. Dates and times of each meeting should be submitted prior to the meetings so they may go on the monthly calendar
- Will supervise the activities of the Student Advisory Council and meet with the principal at least once a month to discuss school-wide issues. Attend School Committee Meetings with the council and principal at least (4) four times per year
- Submit in writing to the principal a list of goals and priorities set forth by the council
- Promote leadership skills among the council members and develop a school-wide theme to promote a positive school environment
- Supervise and co-ordinate one major fundraiser for the council during the year. All fundraisers must be approved by the principal/designee. Please check policy manual regarding fundraising. Make sure that all monies are immediately turned over to the treasurer of student funds. DO NOT KEEP CASH. Sign all vouchers and submit in a timely manner
- Plan for and chaperone the Winter Carnival events and dance including activities, DJ and the date of the event
- Co-ordinate and attend various workshops, conferences and meetings throughout the year
- Supervise student council, student advisory council and class officer elections each year
- Submit a list in writing to the principal with all class officers, student council officers and members, and the student advisory council
- Deal with any problems the council or any individual member may have during the school year
- At the end of each marking period check with the main office as to the academic eligibility of all council members
- Sign all announcements and check with administration before any materials are distributed and sent home

- Encourage council members to take part in community activities (Senior Citizen Dinners, Crop Walk, etc)

2017-2018

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: High School Senior Class Advisor

QUALIFICATIONS: Experience with scheduling, leading meetings and familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: The Principal

JOB MISSION: Health/Safety and student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Hold a minimum of one monthly meeting either before or after school with class officers to discuss dues, fundraising, graduation or any related issues. Submit date of meetings to the office to be place on the monthly calendar. Submit agenda and minutes of each meeting to the principal's office
- Hold a minimum of (4) four entire class meetings per year
- Plan for the Senior Banquet including place, cost, transportation, pictures, etc. Check with administration about inviting appropriate guests (Superintendent of Schools, School Committee, etc.)
- Work closely with administration and yearbook advisor in finalizing plans for yearbook
- Work closely with administration in planning for graduation and class day
 - a. place/time
 - b. order flowers for graduation (individual flowers/banquet)
 - c. proofread all speeches, class will and prophecy and submit to the principal for final approval at least 2 weeks before graduation
 - d. attend class banquet and graduation
- Supervise and co-ordinate one major fundraiser for the class during the year. All fundraisers must be approved by the principal/designee. Please check policy manual in faculty room in regards to fundraising
- Deal with any problem students or class may have during the school year
- Attend activities during the day at Ware High School for the Winter Carnival, if it is held
- Chaperone the Winter Carnival dance
- Oversee collection of class dues and other monies. Make sure that all monies are immediately turned over to the school treasurer. DO NOT KEEP CASH. Sign all vouchers and submit all bills in a timely manner
- Sign all announcements and check with administration before any materials are distributed and sent home
- Help coordinate Senior Awards event

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: Treasurer of Student Fund

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 Principal

JOB MISSION: Health/Safety and student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Be available before and after school and during prep time to collect monies and deal with disbursement vouchers
- If money is collected, make deposit at bank the same day the money is collected
- Reconcile Activities Account Bank Statement on a monthly basis
- Send financial report to school committee, superintendent, principal, and vice-principals at the end of each month
- Do the paperwork to replenish the Activities Account when needed
- Send copies of deposit slips at the beginning of each week to: Town Treasurer and Ware School Department Business Manager
- Make out warrant and send to Superintendent's Office on a bi-weekly basis
- Responsible for ordering supplies
- Responsible for keeping ledger balances of all the individual classes and clubs

2017-2018

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: High School Yearbook Advisor

QUALIFICATIONS: The job is truly one of advising in all areas of the publication and the maintaining of deadlines to the publisher. The only area in which the advisor should be in absolute control is in the financial records and handling of cash. The advisor needs to check for accounts receivable and fund disbursement for accounts payable. In essence, the advisor is the Yearbook treasurer. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: The Principal

JOB MISSION: Health/Safety and student achievement. The overall function of the Yearbook Advisor is to act in a capacity to ensure that a functional, informational, respectful and financially debt free anthology of the graduation class and the entire school year is available on a timely basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Recruit editors and staff
- Assist with ladder/set size of book
- Set deadlines for copy and ads
- Review and proofread all copy and mail to the publisher
- Review all proofs from publisher
- Approve corrections to proof/send back
- Arrange billings to senior class
- Keep ad records/payments
- Arrange for payments and disbursements
- Distribute paid for books to seniors
- Record undergraduate book purchase/distribute
- Record and deposit all collections
- Reconcile funds with school treasurer
- Keep yearbook financially self sufficient

If ad revenue is not met or extraneous expenses are high, there is the chance of not meeting costs. It is for this reason that the advisor must oversee all financial aspects of the yearbook.

2017-2018

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: Guidance Director/Counselor

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 Principal

JOB MISSION: Health/Safety and student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(In addition to the role and responsibilities as a Guidance Counselor)

- Supervision of the Guidance Team
 1. Division of caseloads
 2. Office policies
 3. Duties
- Weekly Guidance Team Meeting
 1. Plan meeting dates/times, send reminder notices
 2. Formulate the meeting agenda
 3. Facilitate the meetings
- Guidance Budget
 1. Researching materials/supplies to order
 2. Completing purchase orders
- Master Schedule
 - Coordinates the student request process
- Coordination and Facilitation of the Guidance Display at Open House
- Attendance at monthly meetings with other area guidance directors to share experiences and keep up-to-date with current trends and issues facing guidance professionals
- Coordinator for the Administration of the PSAT Exam
 1. Order materials
 2. Apply for waivers
 3. Coordinate registration and fee collection
 4. Coordinate proctors, rooms and assignments
 5. Facilitate the test administration
 6. Shipment of completed materials
- Coordinator of the SAT Registrations
 1. Publication of dates, times and places
 2. Reminders to students
 3. SAT Registration Workshop
- Coordinator of the Financial Aid Night
 1. Program set-up
 2. Materials procurement

- 3. Facilitator of program
- Coordinator of Career Day
- Coordinator of Door Day
- Coordinator of National School Counseling Week Activities
- Coordinator of Annual Award
 - 1. Book awards for underclassmen
 - 2. Class Day special awards for seniors
- Responsible for records review/credit assignment for new entries
- Responsible for MCAS competency determination for all graduating seniors
- Responsible for review of graduation requirements for seniors
- Update school profile annually
- Responsible for all dual enrollment information and students
- Coordinator of the SAT and PSAT Review Sessions done by the Princeton Review
- Coordinator of the SAT Prep Class
- Organize and chaperone all guidance field trips
- Administrator of the DOE Scholarships
 - 1. John and Abigail Adams
 - 2. Koplik Certificate of Mastery
- Author and Publisher of “College Countdown”, “College Connections” and “World of Work” student guides
- Responsible for reporting of data to principal and superintendent
 - 1. College acceptances
 - 2. College choices
 - 3. SAT averages
 - 4. Drop-out statistics
- Publicity
 - 1. Oversee guidance portion of district web site
 - 2. Oversee postings, announcements etc. regarding guidance activities and student opportunities
 - 3. Contact person and writer for local papers regarding guidance activities
- Oversee the summer school process for all students
 - 1. Obtain information from area schools
 - 2. Advise students and other counselors regarding appropriate choices
 - 3. Consultation with all departments regarding curriculum and course offerings
- Oversee the college and career planning software
 - 1. Arrange for contract
 - 2. Oversee the student training
- Oversee the College Visitation Program
- Coordinate and facilitate interest inventory testing for grades 8 and 10
- Oversee all posted guidance information
 - 1. Guidance bulletin board
 - 2. Career bulletin board
 - 3. Scholarship bulletin board
 - 4. Guidance suite materials
- Responsible for Course Selection Guide

1. Obtaining updates from faculty
 2. Publication
 3. Distribution
- Coordinate and facilitate classroom, small/large group guidance lessons
 - Oversee the preparation of official transcript
 1. Official signatory for transcripts
 - Collaboration with the VHS Coordinator
 1. Student course choices
 2. Program policies
 3. Program orientation meetings for students
 - Responsible for all guidance program development
 - Handles questions/complaints/difficult parents etc for department
 - Responsible for presentation of guidance updates at faculty meetings
 - Author of the guidance curriculum
 - Oversees the annual update of student activity sheets
 - Consultation with administration regarding building level changes and ideas
 - Participates in attendance appeal process
 - Deals with excessive absences

2017-2018

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: High School Guidance Secretary

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

REPORTS TO: Guidance Director/Principal

JOB MISSION: Health/Safety and student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Daily Duties

- Access all former schools for grades, discipline record, SASID, immunizations, and special education records including testing & IEP's
- Access DOE for any SASID available from prior school
- Answer phone for guidance department and questions
- Answer any phones when local attendant is unavailable from front office
- Ascertain custodial status on incoming students
- Assign homerooms
- Assist personnel with computer applications
- Collect all emergency, health forms, computer release and lunch forms from students
- Complete state student transfer forms for all students
- Coordinate military presentations
- Data input of DOE elements for each student
- Develop permanent record for each entering and withdrawing student
- Disburse all withdrawn student information to receiving schools
- Distribute LASID forms and collate
- Enter all new schedules for new students
- Enter transfer grades for new students and compute GPA in computer and former transcript information
- Filing
- Input all student information into computer
- Maintain career library
- Maintain college materials and videos
- Provide GED letters for students
- Provide individual attendance profiles to school personnel and students
- Provide reports to any agency, to include DSS, DYS, VHS
- Print labels for groups within and outside of school
- Process all guidance mail
- Provide graduation verifications to any outside employer

- Register withdrawn students, collect books, provide temporary documents if necessary and offer dropout alternatives
- Remit transfer card to Superintendent on all withdrawals
- Schedule appointments for students with counselors, parents with counselors, parents with teachers etc.
- Scheduling: collect, collate, input individual data requests for each student
- Assign lockers and contact maintenance on unassigned lockers
- Daily public announcements
- Print grading labels for each student, verify all grades are present, compile onto permanent record in vault
- Print permanent record labels for each student grades 8-12 and affix to permanent record
- Process Pathfinder applications
- Provide all data for the October 1 report and end of year summary
- Provide list of graduates and their future plans with percentage representation by type of school
- Provide scholarship packets to seniors
- Provide statistics to administration for annual reports to DOE
- PSAT, announce, collect funds, arrange locations and listings to teachers of involved parties.
- Reassign year of graduation to students who have been retained
- Reassign year of graduation to upper classmen due to insufficient credit
- Remove credit from students who have repeated a course in computer and on permanent record
- Scholarship grid of recipient, presenter, amounts and actual scholarships for presentation at graduation
- Secretary to guidance counselors
- Send official transcripts to institutions for continuing education
- Send out final transcripts for all seniors to their future colleges
- Send annual time lines to all senior and junior students for forthcoming year
- Student schedule changes twice a year and throughout as needed
- Supply all documents for student registration
- Type all retention letters
- Type underclassmen credit warning letters
- Type all senior warning letters
- Verify if accepted Pathfinder students will attend Pathfinder or WHS
- Write and distribute daily passes for students
- Maintain counselor/student school times
- Collect all home tutoring work
- Provide proof of enrollment letters and welfare forms
- Collect and maintain Do Not Publish List on students
- Update all student attendance from nurse's files
- Update all student schedule changes

- Update DYS on all Key program students as to attendance and discipline and Learnfare
- Welfare and Mass Learnfare verification status

EVERY FIVE WEEKS – Grading period

- Distribute to faculty
- Instruct teachers on grading system
- Print, sort and distribute report cards or progress reports
- Proof all teacher verifications for omissions and corrections
- Provide verification of all grades to teachers
- Provide grading timeline for teachers on a five week basis (eight times a year)
- Print copies of same and incomplete and failure reports for five counselors

QUARTERLY

- Assist students with completion of SAT registration forms
- Calculate GPA
- Quarterly to DOE of. 52 elements
- Print out report cards
- Print out and distribute honor roll
- Provide failure listings to Athletic Director and coaches
- Provide department and individual teacher grading stats to principal.
- Review, post and publish in newspaper honor roll students
- Review all special needs students and verify status with DPS

MONTHLY

- Provide monthly census report to Superintendent and DPS and new census cards to Superintendent
- Provide room matrix to personnel
- Provide service letters to military
- Provide statistical reports to supervisors on grades, etc.
- Responsible for and maintenance of state registers of each grade

BIANNUAL

- Adjust credit on students in computer who have lost credit due to ARC
- Note change of credit due to ARC on permanent record and report card
- Reinstate credit to students who have honored contracts for attendance in computer and permanent record. Some of these are carried into next school year.

ANNUAL

- Announce and organize all scholarships and return forms to organizations
- Annual school profile for colleges
- Arrange for all outside presenters of scholarships and/or provide letters of congratulations
- Collect information on recipients of scholarship and presenters for graduation

- Compile permanent record labels to include withdrawal and entry dates on a permanent record label for each student in school for each year
- Update all information from previous year's entry, withdrawal and transfer information
- Update all students in new year who have left or transferred to another district
- Design a student profile for each student applying for college to include all student activities, SAT's and testing
- Design all forms for guidance use
- Destroy temporary records of graduating class from 5 years prior
- Develop and distribute a request to scholarship organizations on annual participation
- Graduation: arrange outside presenters of scholarship, verify presence or make last minute arrangements
- Graduation: provide listing of recipients, by name, by organization to principal for graduation and to all news agencies
- Initiate new school year in computer, input calendar, revise all students who were not promoted
- Input all GPA and grade information from former schools onto permanent records and into computer if not done
- Input and double shoot master schedule at end of school year
- Maintain all supplies for guidance department
- Maintain confidentiality of recipients, scholarship checks etc
- Maintain listing of scholarship requirements, and forms for all organizations,
- MCAS: organization
- Move all grade twelve files to the vault
- Move all grade seven files into my room
- Organize and prepare college applications for seniors
- Organize Common Scholarship meeting, provide all information to each scholarship member
- Perfect attendance verification certificates
- Prepare annual transfer log for all incoming and exiting students.
- Type and distribute course selection guide
- Type and distribute incoming student scheduling sheets
- Schedule students for school session with counselor

2017-2018

**WARE PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE OF POSITION: Virtual High School Site Coordinator

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 Principal

JOB MISSION: Health/Safety and student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- The VHS site coordinator is the primary contact between students, schools and VHS. The primary role of the site coordinator is recordkeeping, communication to all involved parties and troubleshoot/ maintenance of course offerings
- Act as the liaison between the VHS National Office and The Schools Administration
- Work with the guidance department to recruit and register students for VHS courses
- Provide technical support for the local VHS students and teachers
- Manage student access and enrollment within a NetCourse. Provide enrollment statistics and information as needed by the administration
- Monitor student progress within VHS courses and provide progress reports and grades to WHS guidance department in a timely manner
- Apprise the VHS National Office and the WHS vice principal of any issues that arise with students, teachers, or school participant
- Responsible for parent contact with regard to student VHS participation
- Distribution and mailing of materials required for students participation in NetCourse within a specified time period.
- Develop a VHS newsletter that will be distributed periodically to the WHS faculty, students and district.

2017-2018

**WARE PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE OF POSITION: School Nurse

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 2 years of employment as a Registered Nurse in child health, community health or other relevant clinical nursing experience;
5. Certification in CPR/AED.

REPORTS TO: Building Principal

SUPERVISED BY: Building principal or designee and School Nurse Leader

JOB GOAL: Implement and manage a comprehensive school health program consistent with the Massachusetts guidelines, regulations and statutes governing nursing and school health, as well as local school district policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include but not limited to the following:

- Provides medically prescribed interventions to students, including medication administration (based on state regulations) and provides emergency care for students in case of injury or sudden illness
- Organizes and implements the state mandated programs (immunizations, scoliosis, vision, hearing etc.) and surveillance and screening programs (pediculosis, etc)
- Maintains comprehensive and confidential paper and electronic school health records, including daily logs, accident reports and individual encounter reports
- Develops and coordinates individual health care plans with other health providers and school personnel
- Prepares regular written reports for school officials, MDPH and/or other relevant agencies
- Participates in School Health related committees.
- Consults with the school physician, school administrators and other health professionals to establish, review and revise policies, procedures and specific programs for comprehensive health education and services
- Identifies the needs of an individual or group and teaches the basic principles of health promotions and disease prevention to students and staff, as needed.
- Demonstrates and applies current nursing knowledge in school practice.
- Participates in ongoing professional development as needed to maintain MA license as a registered nurse and licensure with MA DESE

