

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

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JOB DESCRIPTION

TITLE OF POSITION: School Adjustment 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: Building Principal

JOB MISSION: Health/Safety and adjustment of students with support and guidance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Primary Functions:

- The School Adjustment Counselor (SAC) helps children through individual casework, community resources, consultation with other school staff members and continuous collaboration with teachers, administrators and other non-instructional school staff members

Major Areas of Responsibility

- In the home, the SAC interviews and confers with parents and works toward adjustment in home conditions or refers parents to outside social agencies
- In the community, the SAC uses social agencies of the community in the referral process, prepares clients for services and case studies for referral, and cooperates in case plans.
- In the school, the SAC is the school's consultant on children with special problems. The SAC coordinates the plans of school, home and community agencies
- The unique contribution the SAC makes to the school's efforts lies in the ability to gather pertinent social history, interview skillfully and tie together the efforts of the school, home and community
- Coordinates Student Individual Success Plans

Illustration of Key Duties

- Prepares case histories
- Refers to community agencies
- Works with students who exhibit social, emotional, behavioral and/or academic difficulty
- Provides support and/or consultation to teachers regarding social, emotional and behavioral needs of students
- Provides communication link to coordinate between home and school
- Provides crisis intervention services to students as needed
- Arranges conferences for children who exhibit adjustment problems
- Investigates pupil absence where absence is because of social-emotional problems
- Works with needy pupils
- Performs other duties assigned by the building principal

Administrative Responsibilities:

- Responsible to the Coordinator of Special Education at the lowest level and the Superintendent at the highest level

2017-2018

WARE PUBLIC SCHOOLS  
JOB DESCRIPTION

TITLE OF POSITION: Library Media Specialist

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 primary role of the Library Media Specialist is that of teacher
- To provide a conducive learning environment for all students
- To provide a library media program which supports the national Goals 2000, MA Curriculum Frameworks, the mission and goals of the school system, and enriches the educational process
- To teach information skills by collaborating with classroom teachers to provide curriculum integrated learning experiences which actively engage students in using a wide variety of media and information technologies
- To be a catalyst for change within the individual school, and throughout the school system, through leadership in staff development, awareness of cutting edge technology and consultation with other educators on curriculum and instructional design.
- To work with administration to develop student-centered goals for media services and to support and fund a library media program which adequately meets the learning and teaching needs of the school community.
- The Library Media Specialist is responsible for the implementation and management of a program which encompasses the use of literature and technology, and assumes a leadership role in the use of educational media and services. This professional works with classes, individual students, staff, information specialist, curriculum consultant, staff developer and program administrator. The Library Media Specialist should have a strong knowledge of the NIA Curriculum Frameworks, children/YA literature, print and non-print media, information technologies and library media program management. This professional should have a familiarity with library automation, online database retrieval, telecommunications, the Internet, cable and satellite television, computers, cd-rom, and other emerging educational technologies.

WARE PUBLIC SCHOOLS  
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TITLE OF POSITION: Curriculum and Accountability Assistant

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Two year college degree. Advanced computer and technology skills, including spreadsheet technology. Successful secretarial experience. Knowledge of grants and finance with budget experience.

REPORTS TO: Director of Curriculum and Accountability and Superintendent

JOB MISSION: Health/Safety and student achievement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Excellent Computer Skills:

- Microsoft Excel including pivot tables in preparing budgets and performing budget and financial analysis.
- Proficient in Microsoft Office Suite (Word, PowerPoint, Publisher, Outlook).
- Proficient in Google Apps including the creation of on-line surveys and questionnaires.

Must be skilled at working with:

- Financial Spreadsheets
- Budgeting, bookkeeping and financial processing; including accounts payable, accounts receivable invoicing, accounts receivable, accounts payable processing, reconciliations and general accounting

Other Helpful Skills:

- Be able to work as part of a team on planning and organizing district's Title I event nights throughout the year
- Contracted Invoicing and payroll time keeping process
- Data entry and data download process of student assessment database
- Knowledge of IPass System and reports helpful
- Ability to manage office supply inventory
- Ability to update websites
- Create certification documents for teacher professional development points
- Reclassification and reconciliation of general ledger line items
- Purchase order processing and receiving
- Knowledge of Title I and Title IIA regulations helpful
- Knowledge of Federal Grants and grant procedures helpful

Additionally:

- Must be available to work at one Title I parent night per month

- Must be able to work in a fast-paced, multi-faceted, deadline oriented office environment

2017-2018

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**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

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**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