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Principals

Purpose: The position of principal serves as the head of the assigned school within the school district.

Line and Staff Relationship: The position of principal will work under the direct supervision of the Superintendent.

Description of Duties:

1. To assume complete control of the school and its activities.
2. To serve as the educational leader of the staff in matters of instruction and curriculum.
3. To ensure that all courses of study, textbooks, and workbooks are approved by the superintendent.
4. To cooperate with the staff in planning the instructional program for the building and to develop the master schedule.
5. To maintain, as nearly as possible, an equal distribution of pupils per room or per subject.
6. To register all pupils by legal names, birth dates, and other pertinent data.
7. To identify tuition and transfer pupils in the building.
8. To report all severe cases of truancy, habitual tardiness, extended illness, or other pupil attendance problems to the attendance officer.
9. To assist the local school nurse and the county health nurse in all matters pertaining to health services.
10. To keep such records as the superintendent may request.
11. To provide adequate supervision of all children while on school grounds or at a school-sponsored activity.
12. Develop, plan, administer, and supervise the extra-curricular program.
13. To handle student discipline when individual student problems reach such magnitude as to go beyond the scope of the individual classroom teacher.
14. To supervise all non-teaching personnel assigned to the building.
15. To adequately supervise his building and grounds so that the facilities are kept clean, safe, and attractive. The principal will make recommendations to the Superintendent for the repair, replacement, and general maintenance of the building, furniture and equipment as the need exists.
16. To evaluate yearly (or as often as the superintendent or Board so directs) all instructional and non-instructional personnel within his building.
17. To provide an opportunity for parent involvement.
18. To participate in the community.
19. To provide an opportunity for staff development.
20. To ensure that the cafeteria is operated according to the State guidelines and is financially sound.
21. Other duties as may be assigned by the Superintendent of Schools.
**High School/Middle School Assistant Principal/Education Resource Center (ERC) Director**

**Purpose:** To assist the administration and teachers in providing services for all middle school and high school students to help them develop, learn and adjust to their maximum potential.

**Line and Staff Relationship:** This person will work under the direct supervision of the high school and middle school principals.

**Description of Duties:**

1. Research discipline and attendance concerns and make specific recommendations for improvement.
2. Initiate proactive support for student behavior and attendance issues.
3. Investigate and resolve all minor student behavior and attendance concerns.
4. Investigate and make recommendations to the principal for all serious behavior and attendance concerns.
5. Provide general supervision of hallways, restrooms, gym, and cafeteria.
6. Supervise the lunch time activities.
7. Coordinate supervision of the in-school suspension room.
8. Coordinate supervision of the after-school detention program.
9. Follow the progress of individual students and provide assistance in working through discipline and attendance issues.
10. Arrange conferences with students, teachers, and parents as necessary.
11. Maintain accurate records of discipline and attendance.
12. Meet with Team Leaders, Principals, Counselors, etc. as needed and/or requested.
13. Serve as liaison for school/community relations concerning discipline and attendance.
14. Work with community/social agencies as appropriate for student support.
15. Supervise extra-curricular activities as assigned by the principals.
16. Serve as Corporation Attendance Officer for grades 6-12 including monitoring and investigating legal residency issues.
17. Other duties as assigned by the principals.
**High School Guidance Counselor**

**Purpose:** To assist the administration and teachers in providing services for all High School students to help them develop, learn, and adjust to their maximum potential.

**Line and Staff Relationship:** Will work under the supervision of the High School Principal, and will be evaluated by the High School Principal with input from the Director of Student Services.

**Description of Duties:**

1. Counseling with students.
2. Developing community resources so they may be utilized to serve students.
3. Providing information to teachers and administrators about pupils.
4. Gathering and organizing information concerning students needing academic assistance.
5. Assisting in identifying students needing referral to special agencies and effecting the referral (health, dental, speech, hearing, psychiatrist, special education, learning disabilities, etc.).
6. Assisting in preparing student class schedules.
7. Maintaining a program of counseling with parents.
8. Disseminating occupational and educational information.
9. Offering guidance to students in selecting appropriate courses and areas of concentration to enable students to be prepared for post high school work and education.
10. Assisting students in making necessary preparations to enter college or workforce.
11. Assisting with a system-wide measurement and testing program.
12. Interpreting and disseminating test data.
14. Overseeing the efficient maintenance of student records.
15. Helping to provide in-service education for teachers.
16. Serving as a liaison with C4 Career Center and Special Services-Johnson County Schools.
17. Conduct case conferences for special education students, providing appropriate documentation.
19. Conducting research and follow-up studies on student graduates and dropouts.
20. Report program activities to the Superintendent on a monthly basis.
21. Other duties as assigned.
**Middle School Guidance Counselor**

**Purpose:** To assist the administration and teachers in providing services for all Middle School students to help them develop, learn, and adjust to their maximum potential.

**Line and Staff Relationship:** Will work under the supervision of the Middle School Principal with input from the Director of Student Services.

**Description of Duties:**

1. Counseling with students.
2. Gathering and organizing information concerning students needing help from teachers.
3. Working with attendance problems. (counsel students, contact parents, etc.)
4. Assisting in identifying students needing referral to special agencies and effecting the referral (health, dental, speech, hearing, psychiatrist, special education, learning disabilities, etc.).
5. Assisting in preparing student class schedules.
6. Maintaining a program of counseling with parents.
7. Assisting with a system-wide measurement and testing program.
8. Interpreting and disseminating test data.
10. Helping to provide in-service education for teachers.
11. Developing community resources so they may be utilized to serve students.
12. Providing information to teachers and administrators about pupils.
13. Overseeing the efficient maintenance of student records.
14. Oversee the parent newsletter to be disseminated with each mid-term and grading period.
16. Conduct case conferences for special education students, providing appropriate documentation.
17. Report program activities to the Superintendent on a monthly basis.
18. Other duties as assigned.
**Elementary Counselor**

**Purpose:** The Elementary Counselor will assist the Principal and teachers in providing services for all students to help them develop, learn, and adjust to their maximum potential.

**Line and Staff Relationship:** The Elementary Counselor will work under the supervision of the Elementary Principal, and will be evaluated by the Elementary Principal.

**Description of Duties:**

1. Assume responsibility for supervising the building when the principal is unavailable.
2. Counseling with students, teachers and parents.
3. Assist in the identification of students at-risk.
4. Conducting case conferences regarding special education students from the elementary schools.
5. Solicit input from selected students, teachers and parents regarding unique concerns and needs.
6. Maintain a supportive relationship with selected students and families promoting emotional stability, positive social skills, and appropriate behavior.
7. Supervising students while on school grounds and at school-sponsored activities.
8. Coordinating homebound instruction.
9. Develop creative programs that are preventative in nature.
10. Conducting 504 conferences regarding students from the elementary school.
11. Assisting with student discipline.
12. Assisting in development of student programs.
13. Administering the standardized testing program at the elementary school.
14. Arranging inservice training for teachers and/or instructional assistants.
15. Chairing committees.
16. Assisting with attendance problems.
17. Gathering and organizing information concerning students needing help.
18. Overseeing the efficient maintenance of student records.
19. Writing grant proposals.
20. Arranging and conducting conferences for parents and teachers.
21. Overseeing the efficient maintenance of student records.
22. Assisting in identifying students needing referral to agencies and effecting the referral.
   (health, dental, speech, hearing, psychiatrist, special education, learning disabilities, etc.)
23. Assisting with contacting community resources so they may serve students.
24. Evaluating the instructional program through research.
25. Assigning students to classes.
26. Compiling data for teachers to select students for Project Plus.
27. Helping to develop the master schedule and making revisions.
28. Report program activities to the Superintendent on a monthly basis.
29. Other duties as assigned.
**Director of Student Services**

**Purpose:** The position of Director of Student Services exists to coordinate and supervise the student services program within the school district.

**Line and Staff Relationship:** The Director of Student Services shall be under the direct supervision of the Superintendent.

**Description of Duties:**

1. Providing leadership in the Student Service Program.
2. Monitoring services provided in the Student Service Program and making recommendations to the building principals as appropriate.
3. Providing in-service education for teachers as related to Student Services.
4. Coordinating a system-wide testing program including the ISTEP and CTBS-4 testing.
5. Coordinating the efforts of all counselors and delegating responsibilities and duties in circumstances where a combined effort is appropriate.
6. Developing a budget for guidance and testing.
7. Overseeing enrollment and withdrawal procedures for the corporation.
8. Writing grant proposals and coordinating related functions as appropriate, especially where the combined resources of counseling staff is required (i.e. Drug Free Schools).
9. Coordinating an efficient and congruent system of student data management K-12, providing assistance to others as needed.
10. Coordinate inquiries concerning the application of Title IX and compliance with regulations intended to prevent discrimination on the basis of sex.
11. Report program activities to the Superintendent on a quarterly basis.
12. Other duties as assigned.
**Elementary Art Teacher**

**Purpose:** It shall be the function of the Elementary Art Teacher to instruct the elementary students grades 1-5 in the basics of the visual arts and crafts as written in the elementary art curriculum of the school corporation. This shall be done while taking into consideration circumstances which may enhance the student’s learning situation by any educationally sound deviation of said curriculum.

**Line and Staff Relationship:** The holder of this position will work under the direct supervision of the building principal and will assume no line authority except with regard to students and aides who may be assigned to assist this position.

**Description of Duties:**

1. Plan and direct student learning activities in the visual arts and crafts laboratory situation.
2. Evaluate program and needs of students in the visual arts and crafts as presented in the art laboratory situation.
3. Coordinate activities of program and curriculum in the art laboratory setting.
4. Inventory materials and equipment of the art room.
5. Order needed materials and equipment of the art room.
6. Order needed materials for use in the art laboratory. (art room)
7. Promote continual growth of students through the visual arts and crafts experience.
8. To perform additional duties outside of the classroom as assigned by the principal.
Elementary Music Teacher

Purpose: The position of Elementary Music Teacher exists to provide students in grades 1-5 with basic knowledge appreciation and skills in music.

Line and Staff Relationship: The holder of this position will work under the direct supervision of the building principal and will assume no line authority except with regard to students and aides who may be assigned to assist this position.

Description of Duties:

1. To work under the direct supervision of the building principal.
2. To plan and implement a music curriculum for students in the elementary school.
3. To provide and inventory the necessary music materials believed desirable to conduct the program.
4. To cooperate with other classroom teachers in implementing additional fine arts curriculum in the classroom.
5. To perform additional duties outside of the classroom as assigned by the principal.
**Elementary Physical Education Teacher**

**Purpose:** The position of Elementary Physical Education Teacher has been established for the purpose of creating, developing, coordinating, and implementing a physical education program which will best serve the needs of all children grades 1-5.

**Line and Staff Relationship:** The position of Physical Education Teacher is a staff position and will hold no line authority. The Physical Education Teacher will work directly with the building principal.

**Description of Duties:**

1. To work under the direct supervision of the building principal.
2. To plan and direct physical education activities for students in grades 1-6.
3. To cooperate with the building principal and teachers in scheduling and conducting physical education activities.
4. To inventory and schedule available space and equipment and in cooperation with building principal.
5. To request, through the building principal, equipment believed desirable to conduct the program.
6. To schedule and direct physical education activities in such a way that each classroom has physical education at least 35 to 45 minutes weekly.
7. To perform additional duties outside of the classroom as assigned by the building principal.
**Corporation Media Coordinator**

**Purpose:** The position of Corporation Media Coordinator has been established for the purpose of creating, developing, coordinating, and implementing a school library program which will best serve the needs of all children grades K-12.

**Line and Staff Relationship:** The position of Corporation Media Coordinator is a staff position and will hold no line authority. The Corporation Media Coordinator will work directly with the building principals.

**Administrative Media Center Responsibilities** – Within bounds of the limited time available for this position, the Media Technology Specialist shall attempt to:

**Media Center**
- Supervise and support media center assistants in the development and promotion of the media center programs, its routines, usage scheduling, and procedures.
- Supervise the checking, processing, and maintaining of media center materials.

**Collection Development**
- Develop a balanced collection with up-to-date books corresponding to core content.
- Assess collection needs, survey teacher needs.
- Oversee/assist with periodic media center inventory process.
- Supervises the withdrawal of outdated and worn out materials.

**Budget**
- Allocates and manages expenditures of assigned budget funds on the basis of curricular and replacement needs including but not limited to book, periodical, audio/visual and technology budgets.
- Carry out other duties as assigned by the building principal.

Major library media duties shall center from the elementary school. 
*This position requires that no other duties are assigned.*
**Media Technology Teacher**

**Purpose:** The position of Media Technology Teacher has been established for the purpose of creating, developing, coordinating, and implementing a school technology program which will best serve the needs of children grades K-5.

**Line and Staff Relationship:** The position of Media Technology Teacher is a staff position and will hold no line authority. The Media Technology Teacher will work directly with the building principal.

**Description of Duties:** The Media Technology Teacher will be responsible for the following:

**Teaching**
- Teaches media and technology classes to k-5 students in the specials rotation.
- Develop lessons which ensure proficiency in the use of computers and applications.
- Provides technology to enhance curriculum and instruction.
- Assist the administration in planning and implementing technology.
- Facilitate the integration of technology into the curriculum by modeling technology for teachers and students to enhance instruction and assessment to meet real world technology applications.

**Grades**
- Be familiar with the Grade Book software.
- Give technology grades each semester to K-5 students.
**Teacher Team Leaders**

**Line and Staff Relationship:** The position of Team Leader is a line position reporting directly to the school principal.

**Grade Level Chair Job Description:**

The responsibilities of the Grade Level Chair are as follows:

- Coordinate grade-level instructional planning
- Coordinate the review of textbooks and collaborate with other Grade Level Chairs to make a building recommendation
- Serve as liaison to the Elementary School Principal for communication
- Disseminate information to the grade-level members
- Supervise the completion of all grade-level documentation (i.e. field trip forms, meeting record forms and other documentation)
- Supervise grade-level scheduling (i.e. computer lab, library cards)
- Complete the final evaluations of grade-level assistants.

**Middle School Team Leaders**

The responsibilities of the Middle School Team Leaders are as follows:

- Coordinate grade-level instructional planning
- Serve as liaison to the principal for communication
- Disseminate information to team leaders
- Provide information to administration regarding budget planning
- Assist the administration in leadership of school improvement efforts

**High School Team Leaders**

There are four Team Leader positions at Edinburgh Community High School. These are:

1. English, Foreign Language, Social Studies, Librarian
2. Science, Physical Education, Special Education
3. Business and Math
4. Family Consumer Science, Industrial Technology, Art and Music

The responsibilities of the High School Team Leader are as follows:

- Provide support for curriculum alignment efforts
- Conduct regularly scheduled team meetings
- Assist in coordinating cross-curricular planning
- Facilitate communication between team members and the administration
- Provide information to the administration regarding budgetary needs
- Provide information to the administration regarding professional development needs
- Assist the administration in translating school improvement efforts to team members
- Serve as a resource for interpreting test data relevant to his/her team’s needs for improvement
- Provide support as a team leader for team members
Curriculum Coordinator

Purpose: The Curriculum Coordinator is responsible for coordinating curriculum development and textbook adoption.

Line and Staff Responsibility: The Curriculum Coordinator will work in cooperation with the Curriculum Committee under the direct supervision of the Superintendent.

Description of Duties:

1. Maintain a thorough knowledge of state and local schedules and guidelines for curriculum development and textbook adoption.
2. Communicate and meet routinely with the Curriculum Committee and Superintendent to insure congruent planning and action.
4. Establish building level committees as needed.
5. Solicit input from all appropriate staff, insuring that each contributes their own opinion and expertise.
6. Provide specific and concise documentation of resulting curricular and textbook recommendations.
7. Participate in presentation of recommendations to the board, providing explanation and rationale as needed.
8. Other duties as assigned.
**High Ability Program Coordinator**

**Purpose:** To oversee all functions directly associated with the High Ability Program and associated funding.

**Line and Staff Relationship:** The High Ability Program Coordinator will work under the direct supervision of the Superintendent.

**Description of Duties:**

1. Complete all High Ability Program grant application materials according to national, state and local guidelines.
2. Complete all High Ability Program evaluation materials according to national, state and local guidelines.
3. Maintain High Ability Program documentation in accordance with national, state and local standards.
4. Make recommendations to the administration in regard to matters related to the High Ability Program.
5. Establish and coordinate committees as required.
6. Meet regularly with staff at all grade levels to solicit program observations and input.
7. Report program activities to the Superintendent on a quarterly basis.
8. Attend High Ability workshops and regional meetings as needed.
9. Other duties as assigned.
Title I Program Coordinator

Purpose: To oversee all functions directly associated with the Title I Program and associated funding.

Line and Staff Relationship: The Title I Program Coordinator will work under the direct supervision of the Superintendent.

Description of Duties:

1. Complete all Title I grant application materials according to national, state and local guidelines.
2. Complete all Title I program evaluation materials according to national, state and local standards.
3. Maintain Title I program documentation in accordance with national, state and local standards.
4. Make recommendations to the administration in regard to matters related to Title I.
5. Establish and coordinate committees as required.
6. Supervise the day-to-day operations of the Title I Program.
7. Oversee purchase orders involving Title I funds.
8. Maintain an efficient equipment inventory.
9. Report program activities to the Superintendent on a quarterly basis.
10. Attend Title I workshops and regional meetings as needed.
11. Other duties as assigned.
School Nurse

Purpose: The purpose of the position of school nurse is to assist in the promotion of good health among students and employees and assist in caring for health problems and to encourage preventative health care.

Line and Staff Relationship: The position of School Nurse will be a staff position and will carry no line authority. The nurse will work directly under the supervision of the superintendent and building principals.

Description of Duties:

1. Complete vision screening on all students grades K-1-3-8.
2. Complete scoliosis screening on all students grades 5-9.
3. Complete and send reports to the State Board of Health on results of vision screening, hearing screening, and scoliosis screening.
4. Gather immunization information on all students in the corporation including kindergarten students and new enrollees.
5. Compile and keep an accurate health record for each student in the corporation.
6. Complete and send to the State Board of Health, by November 1, the yearly report, including the immunization status of all students in the corporation.
7. Work with teachers and staff on any medical concerns they may have in relation to any student.
8. Be available for first aid or health promotion at either school if requested by staff.
9. Be on call in cases of emergency at either school.
10. Advise families in cases of illness, when a child is contagious and needs to be kept home from school.
11. Do checks and referrals on any students believed to have contagious diseases of any type and make exclusions if necessary.
12. Encourage families with medical problems to keep their children in school and to help them secure available social or medical services when possible.
13. Head Cloth-a-Child Project and secure and distribute clothing to children in need.
14. Provide information to designated staff person to be translated to parents who are English Language Learners.
15. Any other duties assigned by the superintendent or principal.
**Athletic Director**

**Purpose:** The purpose of this position is to assist the building principals in organization and coordination of the athletic program.

**Line and Staff Relationships:** The holder of this position will work under the direct supervision of the High School and Middle School Principals and in coordination with the Elementary School Principal.

**Description of Duties:**

1. Scheduling games in consultation with coaches and principals.
2. In cooperation with the various coaches, employing officials for all games.
3. Securing score and time keepers for games.
4. Transportation for games will be arranged in cooperation with the Director of Transportation.
5. Attending area athletic directors' meetings.
6. Coordinating athletic games and practices.
7. Serving as chairman of the athletic council including the meeting agenda and the minutes.
8. Recommending athletic programs and program changes to the school principals.
9. Coordinating physical examinations for school athletics.
10. Working with the principals to assure that all IHSAA forms are completed.
11. Working with the principals to assist in coordination of athletic awards and athletic banquets.
12. Attending athletic booster meetings.
13. Ensuring that accurate inventories and controls are maintained by all coaches.
14. Making coaching recommendations to the principals.
15. Supervising and evaluating the coaching staff in cooperation with Varsity Coaches and Principals.
16. Maintain written documentation of disciplinary conferences with coaches.
17. Submit coaching evaluations to the Superintendent’s office for placement in personnel files.
19. Ensuring athletic passes for contests.
**Varsity Coach**

**Line and Staff Relationships:** The holder of this position will work under the direct supervision of the High School Principal and the Athletic Director.

**Description of Duties:**

1. Supervise athletes (at practices, games and during travel), organize practices, and provide specific skill development for athletes at the Varsity level.
2. Supervise coaches within the specific program. Provide those coaches with an outline of goals to be carried out for that specific program.
3. Supervise and/or promote developmental programs that pertain to the sport including elementary school and summer programs.
4. Keep up to date about special rule changes (i.e.: rule meetings/bulletins) or coaching methods (i.e. clinics/classes) specific to the particular sport and are responsible for keeping their coaching staff up to date.
5. Keep an accurate inventory of all equipment/uniforms and provide this information to the Athletic Director at the close of the season.
6. Responsible for the proper care and storage of uniforms, equipment, and facilities (in coordination with the maintenance staff).
7. Responsible for the collection and distribution of equipment and uniforms for the Varsity team and supervise the collection and distribution of equipment and uniforms of the other teams in the program.
8. Responsible for the collection of physicals and other forms of the Varsity team and supervise the collection of other forms and physicals for the other teams in the program. All of which should be turned in to the Athletic Director on time or as requested.
9. Make recommendations for the employment and evaluation of coaching staff to the building Principal and Athletic Director.
10. Provide the Athletic Director with recommendations, requests, and suggestions for new equipment, uniforms, etc. needed for the following year.
11. Recommend specific program changes to the Athletic Director
12. Attend all athletic council meetings and coaches meetings as requested by the school administration.
13. Attend all athletic banquets/award presentations relating to the specific sport and present awards as needed.
14. Responsible for checking eligibility (grades) for Varsity players and supervising the checking of eligibility of players on other teams in the program.
15. Responsible for reporting all statistics and/or results to the proper news media and supervising the reporting of results to the media of the other teams in the program.
16. Shall abide at all times by the rules, regulations, and by-laws set forth by the IHSAA and/or Edinburgh Community Schools policy.
17. Maintain accurate records of team and individual accomplishments and keep on file with the Athletic Director.
18. Responsible for the safety of athletes by keeping up to date in basic first aid and providing a well-equipped medical kit at all times (games, practices, during travel).
19. Responsible for preparing for upcoming meets/games by the use of various media and/or scouting reports and/or other appropriate means.
20. Responsible for any other duties as deemed necessary by the High School Principal and/or Athletic Director.
**Director of Technology**

**Purpose:** The Director of Technology will provide technology, leadership and coordination for the Edinburgh Schools and the community. The Director shall serve two distinct roles:

- 90% of the time and responsibility is defined as equipment technician with additional responsibilities for coordinating services within and between the school buildings.
- 10% of the time and responsibility is defined as support to instructional staff and students.

**Line and Staff Relationship:** The position of Director of Technology will be a staff position and will carry line authority only in matters associated with instructional technology. The Director of Technology will work directly under the supervision of the Superintendent of Schools.

**Qualifications:** The Director of Technology shall have successful experience in the repair and maintenance of technological equipment, networks, and related equipment. The coordinator shall show evidence of leadership regarding staff development in the areas of technology. The coordinator shall demonstrate effective organization and communication skills. The ability to function as a support staff member of the management team is required.

**Performance Responsibilities as Equipment Technician**

1. Facilitate systems design and implementation for technology related installations, including computer networks, student data management, and telecommunication systems.
2. Provide troubleshooting/problem-solving service for technology equipment, and initiate repairs or facilitate repairs from outside vendors as authorized by the Superintendent of Schools.
3. Maintain inventory (data/documentation) of instructional hardware and software.
4. Develop standard operating procedures for the acquisition, use, maintenance and security of computers, application software, and other technology equipment.
5. Provide an ongoing comprehensive needs assessment of corporation instructional technology and data retrieval systems.
6. Other technology related duties as assigned by the Superintendent of Schools.

**Performance Responsibilities as Support to Instructional Staff:**

1. Develop and maintain the implementation of the long range Instructional Technology Plan.
2. Provide consultation, support and assistance in the training of building level staff on hardware and software applications.
3. Assist teachers in the use of instructional software to enhance the taught curriculum.
4. Assist students, as time permits, in conjunction with the classroom teacher on media retrieval, software utilization, and other technical literacy in order to facilitate student use of technology.
5. Maintain a thorough knowledge of current technology through participation in conferences and workshops, and reading of relevant publications.
6. Represent the Edinburgh Schools and community through active participation in appropriate local, state and national functions.
7. Actively solicit grants and other alternate sources of funding and support for technology initiatives.
8. Other technology related duties as assigned by the Superintendent.
**Director of Maintenance and Transportation**

**Purpose:** The purpose of this position is to ensure that buildings and grounds are maintained at a high level of efficiency and appearance and to oversee the entire operations of transportation.

**Line and Staff Relationship:** The holder of this position will work under the Superintendent of Schools and work cooperatively with building principals in the performance of duties.

**Description of Duties:**

1. Assist in the preparations of a budget pertaining to the area of transportation and maintenance.
2. Supervise the expenditures of funds in accordance to the budget, the laws of the state of Indiana, under the direction of the Superintendent.
3. Supervise, direct, and coordinate bus/van drivers and maintenance/custodial personnel:
   - Employment
   - Assignment and Routing
   - Evaluation
   - Discharge
   - Securing substitutes
   - Assignment for Athletic and Extra-Curricular Events
4. **Transportation**
   - Take action as needed in cooperation with building principals to insure appropriate and safe conduct of students on buses.
   - Be responsible for the purchase of maintenance and transportation supplies and equipment. Preparations of purchase orders, list materials needed for bids and quotations. Selection of materials and equipment, making recommendations and approving purchases of supplies and equipment.
   - Be responsible for the scheduling of repairs on school buses (only when corporation staff cannot perform the repairs needed).
   - Maintain a brief, but comprehensive, log of services performed.
   - Other duties as assigned by Superintendent of Schools.
5. **Facilities**
   - Review all requests for repairs. (Only when corporation's staff cannot perform the repair work, should outside service be used.)
   - Confer with building administrators and call attention to needs for building improvement.
   - Make regular inspections of all school buildings.
   - Schedule repairs for summer maintenance programs.
   - Maintain a constant check for safety, fire hazards, etc.
   - Maintain a liaison relationship with IOSHA.
   - Prepare a rotating schedule, for the up-keep of roofs, interior decorations and grounds.
   - Supervise to ensure school lawns are mowed regularly.
   - Supervise security for all buildings and grounds.
   - Prepare bids and secure estimates for contractual work. Be responsible for the purchase of maintenance.
   - Other duties as assigned by Superintendent of Schools.
Assistant Director for Facilities and Transportation/ Custodial Supervisor

Purpose: The purpose of this position is to

Line and Staff Relationship: The holder of this position will work under the direction of the Director of Maintenance and Transportation. She/he will work in cooperation with the building principals in the performance of the Custodial Supervisor duties.

Description of Duties:

1. Investigate pricing and availability of needed supplies or equipment and place purchase orders appropriately.
2. Maintain the fixed assets inventory.
3. Maintain files of all transportation, custodial, and maintenance documentation.
6. Assist in the completion and filing of all required reports.
7. Assist in developing and updating all bus routes.
8. Schedule bus drivers for field trips and extra-curricular trips.
9. Monitor bus driver schedules for maximum weekly hours.
10. Schedule all facilities for use.
11. Schedule substitutes for bus drivers and custodians.
12. Coordinate drug testing for bus/van drivers.
13. Complete BMV checks on all drivers and complete Limited Criminal Background checks for all new employees.
14. Provide all transportation information for parents as necessary.
15. Monitor budgets for transportation, maintenance, and custodial supplies/equipment.
16. Serve as the immediate supervisor of all custodians.
18. Perform periodic daily and evening facility walk-throughs to monitor building cleanliness and safety.
20. Perform other tasks as directed by the Director of Maintenance and Transportation.
21. Assist with other Administrative Office duties as available and assigned by the Business Manager or Superintendent of Schools.
**Maintenance Support**

**Purpose:** The purpose of this position is to maintain the grounds and buildings of the Edinburgh Community School Corporation.

**Line and Staff Relationships:** The holder of this position will work under the direct supervision of the Director of Maintenance and Transportation.

**Description of Duties:**

1. Maintenance of facilities for Corporation
2. Inspection of school buildings
3. Keep grounds mowed, shrubs and trees shaped, and remove damaged branches, leaves, or twigs.
4. Keep grounds free from litter and outside trash cans emptied regularly
5. Make minor repairs on equipment
6. Maintain safe sidewalks and parking lots in the winter
7. Perform monthly check on all safety equipment to include fire extinguishers
8. Assist with minor repairs on buses
9. Perform other duties as assigned by the Director of Maintenance and Transportation or Superintendent of Schools.
**Custodian**

**Purpose:** The purpose of this position is to keep the school building in clean and orderly condition.

**Line and Staff Relationships:** The holder of this position will work under the direct supervision of the Principal and Assistant for Facilities and Transportation and in cooperation with the Lead Custodian.

**Description of Duties:**

1. Clean rooms, hallways, lobbies, lounges, restrooms, corridors, and other areas as assigned.
2. Sweep, scrub, wax and polish floors.
3. Clean rugs, carpet, upholstered furniture, and window blinds.
4. Clean lighting fixtures, windows and trim.
5. Remove snow and ice from entrances and pick up trash in the areas around and near the building as directed.
6. Perform minor maintenance and preventive maintenance after checking with supervisor.
7. Lift or move heavy objects as required to fulfill necessary or assigned tasks.
8. Light painting as required.
9. Be professional and polite in appearance and mannerisms with all persons you have contact with, while representing this corporation.
10. Give periodic reports to supervisor on the condition and needs in your assigned areas, along with other needs seen throughout your building.
11. Assist co-workers as needed.
12. Perform other duties as assigned.
Head Custodian

**Purpose:** The purpose of this position is to assist the Custodial Supervisor in maintaining clean and safe buildings in addition to performing basic custodial functions.

**Line and Staff Relationships:** The holder of this position will work under the direct supervision of the Custodial Supervisor in cooperation with the Building Principal.

**Description of Duties:**

1. Daily walk through inspection of key areas to include entryways, restrooms, cafeteria, and gymnasium.
2. Assist with the supply and equipment inventory.
3. Oversee the preparation for special events including seating and custodial services.
4. Provide preventive maintenance of custodial equipment and request the repair of cleaning equipment when repairs must be completed outside the corporation.
5. Performs other duties as assigned.
**Business Manager**

**Purpose:** The Business Manager is responsible for coordinating all matters related to school funding and expenses.

**Line and Staff Relationships:** The Business Manager will work in coordination with and under direct supervision of the Superintendent.

**Description of Duties:**

1. Advise the Superintendent and others in regard to responsible fiscal management and compliance with guidelines of the State Board of Accounts and the Indiana Department of Education.
2. Serve as the Edinburgh Community School Corporation Treasurer.
3. Prepare and file reports as required by various sources with a legitimate interest in school finance and accounting.
4. Prepare monthly financial statements for the School Board.
5. Facilitate and document receipts and expenditures.
6. Prepare necessary documents for board action on financial matters including resolutions, appropriations reports, etc.
7. Complete documentation necessary to satisfy insurance needs for the school corporation and new hires.
8. Oversee payroll and employee benefit functions.
10. Provide supervision of the Deputy Treasurer as needed.
11. Other duties assigned by the Superintendent.
**Deputy Treasurer**

**Purpose:** The Deputy Treasurer is responsible for assisting the Treasurer in carrying out specific fiscal responsibilities as assigned by the Treasurer or Superintendent.

**Line and Staff Relationships:** The Deputy Treasurer will work under the direct supervision of the Treasurer and Superintendent.

**Description of Duties:**

1. Process Before and After School Child Care (BASC) program grant applications, monthly reports and claims.
2. Process payroll and related personnel records, including time cards, leave days, etc.
4. Order central office supplies as needed.
5. Place all repair calls for central office equipment.
6. Perform duties of the Treasurer in her absence.
7. Perform various accounting functions in cooperation with or as assigned by the Treasurer.
8. Answer the phone and direct calls (2nd in line).
9. Other duties as assigned by the Business Manager or Superintendent.
Secretary to the Board and Superintendent

Purpose: The Secretary to the Board and Superintendent is responsible for carrying out various clerical and organizational responsibilities as needed by the Superintendent and the Board of School Trustees.

Line and Staff Relationships: The Secretary to the Board and Superintendent will work under the direct supervision of the Superintendent.

Description of Duties:

1. Attend meetings of the board; prepare agenda, minutes and other documentation as needed.
2. Prepare and distribute board packets and other information of interest to the board in cooperation with the superintendent.
3. Post job vacancies with universities, newspapers and with the school system.
4. Assist and coordinate applicants for employment and maintain personnel files.
5. Prepare numerous reports and documents at the direction of the superintendent.
6. Order supplies and materials as needed by the school board.
7. Sort and distribute central office mail daily.
8. Answer the phone and direct calls (1st in line).
9. Carry out procedures required for collection of book fees including acting as the superintendent’s designee for small claims court.
10. Maintain the corporation calendar of events.
11. Attend to the requests of central office visitors as needed.
12. Maintain a file of news clippings.
13. Prepare and maintain the staff directory.
14. Prepare the Master Contract, Board Policy Manual, Test Data Report, and other significant documents at the direction of the superintendent.
15. Maintain records of field trips, bid receipts, student discipline, etc.
16. Maintain all common use files.
Elementary Extra-Curricular Treasurer

**Purpose:** The Elementary Extra-Curricular Treasurer is responsible for maintaining and accounting of all funds collected at the school level.

**Line and Staff Relationships:** The Elementary Extra-Curricular Treasurer will work under the direct supervision of the Elementary Principal.

**Description of Duties:**

1. Greet and assist visitors.
2. Answer phones, direct calls, give messages.
3. Help maintain the clinic when nurse is not in building.
4. Help monitor students in ICU.
5. Help coordinate and implement student enrollment process prior to beginning of the school year and throughout the school year (book rental and free/reduced lunch applications).
6. Route mail and other receiving.
8. Order textbooks and report of book rental charges for each subject annually to Central Office.
11. Prepare cash box for athletic events, write officials’ checks, maintain ticket sales reports and report to Central Office employees who worked events for payroll.
12. Help coordinate and schedule fundraisers and school pictures.
13. Order, receive and distribute purchase orders for office and classroom supplies.
14. Maintain receipts and expenditures to all extra-curricular fund accounts: receipt in all ECA money, deposit money in bank, pay all ECA bills, monthly balancing of bank statements, collect on non-sufficient fund checks on funds deposited in ECA account, end of year reports, and maintain records for auditors.
15. Type memos, correspondence, etc. as needed by Principal and Counselor.
16. Assist with fire drills and tornado drills.
17. Other duties assigned by Principal and Counselor.
**High School Extra-Curricular Treasurer**

**Purpose:** The School Extra-Curricular Treasurer is responsible for maintaining an accounting of all funds collected at the school level.

**Line and Staff Relationships:** The School Extra-Curricular Treasurer will work under the direct supervision of the Principal.

**Description of Duties:**

1. Report of book rental charges for each subject annually to Central Office.
5. Maintain student fee balances for each subject.
7. Prepare State Textbook Reimbursement report for High School and Middle School.
8. Prepare gate bags for athletic events and dances.
9. Prepare ticket sales reports.
10. Type officials’ checks for athletic events.
11. Send list of employees who worked events to Central Office for payroll.
12. Count gate and concession bags.
13. Pay Athletic Department bills.
14. Prepare financial reports to IHSAA when we host sectional and regional games.
15. Prepare financial reports to Mid Hoosier Conference and County when we host conference and county tourneys.
16. Order office supplies as needed.
17. Order classroom supplies as needed.
18. Maintain appropriation balances for High School and Middle School principals.
19. Complete purchase orders as needed.
20. Maintain receipts and expenditures to all extra-curricular fund accounts.
21. Receipt in all Extra-Curricular Account money (field trips, fundraisers, contests, dues, etc.)
22. Deposit money in bank.
23. Pay all ECA bills.
25. Collect on non-sufficient funds checks on funds deposited in Extra-Curricular account.
26. Make change for students and staff.
27. Complete end of year reports.
28. Answer phones and direct calls (2nd in line for Middle School and 3rd in line for high school).
29. Cover for middle school secretary during lunch and when away from desk.
30. Assist in high school and middle school office area when needed.
31. Assist in clinic when needed.
32. Assist in changing students’ demographics in school system as needed.
33. Attend conferences and workshops periodically to stay updated with the changing Extra-Curricular Account policies and regulations.
34. Assist with fire drills and tornado drills.
35. Other duties assigned by the high school and middle school principals.
**Elementary Secretary**

**Purpose:** The Elementary Secretary is responsible for carrying out various clerical and organizational responsibilities as needed by the Elementary Principal.

**Line and Staff Relationships:** The Elementary Secretary will work under the direct supervision of the Elementary Principal.

**Description of Duties:**

1. Greet and assist visitors.
2. Answer phones, direct calls, and give messages.
3. Maintain the clinic when nurse is not in the building.
4. Keep daily attendance records, track excessive absences and tardies.
5. Help monitor students in ICU.
6. Track average daily attendance for end-of-month report for Central Office.
7. Responsible for assigning new students to East Side through the Department of Education web site.
8. Assist and prepare Department of Education reports as required throughout the year by the state.
9. Responsible for input and maintaining accurate information in the SDS school system and keeping current on most aspects of the SDS school system.
10. Maintain accurate enrollment figures.
11. Help coordinate and implement student enrollment process prior to beginning of the school year.
12. Enroll new students throughout the school year.
13. Complete proper forms for new Special Education students and submit to Johnson County Special Services.
14. Type and maintain permanent records.
15. Send for records for new students.
16. Send records to other schools for withdrawn students.
17. Print and distribute grade reports at mid-terms and end of grading periods.
18. Responsible for obtaining substitutes for all teacher absences.
20. Collect time cards for processing by Central Office.
22. Type memos, correspondence, etc., as needed by Principal and Counselor.
23. Assist with fire drills and tornado drills.
24. Other duties assigned by Principal or Counselor.
Middle School Secretary

Purpose: The School Secretary is responsible for carrying out various clerical and organizational responsibilities as needed by the Principal and/or Counselor.

Line and Staff Relationships: The School Secretary will work under the direct supervision of the Principal.

Description of Duties:

1. Greet and assist visitors.
2. Answer phones, direct calls, give messages.
3. Full charge of clinic during morning hours and sometimes in charge of afternoon hours.
4. Assist with enrolling new students throughout the year. Input information into Columbia system and maintain Columbia files throughout the year.
5. Maintain class lists.
6. Type and file all permanent record cards.
8. Keep principal, counselor, and parents informed of attendance problems.
9. Prepare student suspension reports.
10. Prepare attendance reports – nine weeks report, end of year report, ADA, ADM, DOE-PE, and DOE-AG.
11. Send records of withdrawn students to other schools upon request and request records from other schools for new students.
12. Track average daily attendance for cafeteria end-of-month report.
13. Route mail and other receiving.
14. Get assignments for absent students as needed.
15. Collect time cards and process for principal.
16. Complete substitute teacher sheet, including pink slips.
17. Call and coordinate substitute teachers.
18. Keep track of detention dates for students; remind them when they have detention or Friday School. Put discipline in computer.
19. Take care of lunch charges and money.
20. Order reading materials.
21. Maintain and type Honor Roll/Perfect Attendance lists for nine weeks, semester and year.
22. Prepare some awards/certificates.
23. Type or write purchase orders, memos, correspondence, etc. as needed.
24. Give ISS supervisor lunch break.
25. Pass out snacks for ISTEP.
27. Process free lunch applications/keep records of free, reduced/ withdrawn applications and lists.
28. Submit activities for monthly school calendar.
29. Assist in making announcements.
30. Other duties assigned by principal and/or counselor.
High School Guidance Secretary

Purpose: The High School Guidance Secretary is responsible for carrying out various clerical and organizational responsibilities as needed by the High School Guidance Counselor.

Line and Staff Relationships: The High School Guidance Secretary will work under the direct supervision of the High School Guidance Counselor and High School Principal.

Description of Duties:

1. Greet and assist visitors.
2. Answer phones, direct calls and give messages.
3. Help maintain the clinic all but two hours per day.
4. Assist with pre-enrollment and enrolling new students throughout the year.
5. Be knowledgeable and current on most aspects of SDS.
6. Help input and maintain accurate information in SDS.
7. Type and maintain permanent records and guidance folders.
8. Send for records for new students.
9. Send records to colleges/universities and other high schools.
10. Maintain the permanent record files in the safe, grade labels, test labels, etc.
11. Assist with college and scholarship applications.
12. Assist and prepare Department of Education reports as needed by the state.
13. Assist with ISTEP, NWEA and PSAT testing.
14. Print and distribute Report Cards and maintain Honor Roll.
15. Help prepare the IHSAA sectional entry forms.
16. Assist with work permits.
17. Get assignments for absent students as needed.
18. Assist with fire drills and tornado drills.
19. Type purchase orders, memos, correspondence, etc., as needed.
20. Route mail and other receiving.
21. Assist with graduation and awards day.
22. Assist principal’s secretary and extra-curricular treasurer as needed.
23. All other duties assigned by the principal, assistant principal and guidance counselor.
**High School Principal Secretary**

**Purpose:** The High School Principal Secretary is responsible for carrying out various clerical and organizational responsibilities as needed by the High School Principal.

**Line and Staff Relationships:** The High School Principal Secretary will work under the direct supervision of the High School Principal.

**Description of Duties:**

1. Greet and assist visitors.
2. Answer phones, direct calls, give messages.
3. Help maintain the clinic except for two hours per day.
4. Keep daily attendance records, track excessive absences and tardies.
5. Write daily admit slips and tardy slips.
7. Prepare student suspension/expulsion letters.
8. Assist and prepare Department of Education reports as needed by the state.
9. Track average daily attendance for cafeteria end-of-month report.
10. Be knowledgeable and current on most aspects of the SDS school system.
11. Help input and maintain accurate information in the SDS school system.
12. Route mail and other receiving.
13. Assist with fire drills and tornado drills.
14. Get assignments for absent students as needed.
15. Collect time cards and process for principal.
17. Call and coordinate substitute teachers.
18. Assist with pre-enrollment of high school and middle school.
19. Assist with completing work permits.
20. Type purchase orders, memo’s correspondence, etc., as needed.
22. Assist guidance secretary and Extra-Curricular Treasurer as needed.
23. Other duties assigned by principal, assistant principal or athletic director.
**Instructional Assistant**

**Purpose:** The purpose of the instructional assistant is to provide support to the classroom teacher in the delivery of instruction to students.

**Description of Duties:**

**I - Instructional Assistant Duties**

Supervise teacher-planned activities.

1. Assist students with make-up work.
2. Assist with seatwork and workbook activities.
3. Listen and respond to students as they express their thoughts orally.
4. Listen to students read individually and in small groups.
5. Model use of standard English in oral and written communication with students.
6. Tutor students individually and in small groups.
7. Assist students with a variety of drill work and practice exercises.
8. Assist students with group projects.
9. Assist students in writing and illustrating books.
10. Assist new students with catch-up work.
11. Read and tell stories to students.
12. Assist with practice of dramas or presentations.
13. Assist individual students or small groups with library assignments.
14. Assist substitute teachers by providing necessary information on classroom routine during the regular teacher's absence.
15. Check papers and workbooks.
16. Copy lessons on the chalkboard for the classroom teacher.
17. Assist students in learning center activities.

**II - Classroom Clerical Duties**

1. Assist with class record keeping, e.g., taking attendance.
2. Prepare materials requested by the classroom teacher.
3. Prepare and arrange bulletin board displays.
4. Assist in preparing learning center materials.
5. Collect funds - lunch, field trip, and special activity monies.
6. Assist with classroom filing related to instruction.
7. Schedule audio-visual materials and equipment.
8. Prepare student work folders.
9. Assist with school volunteer programs.

**III - Auxiliary Duties**

1. Assist with playground duties.
2. Assist with emergency drills and assemblies.
3. Assist with restroom breaks and hall supervision.
4. Assist students with clothing, as necessary.
5. Assist the teacher with classroom housekeeping responsibilities.
6. Assist in other roles as directed by the teacher and/or building principal.
Library Media Assistant

Purpose: The purpose of the Library Media Assistant is to assist the Library Media Coordinator.

Line and Staff Relationship: The Library Media Assistant reports to the Library Media Coordinator and Building Principal.

Qualifications:
1. High School Diploma or equivalent.
2. Meet Highly Qualified Paraprofessional requirements.
4. Secretarial or clerical abilities and experience, which includes typing and basic computer skills.
5. Physical capability to perform job requirements, which may include some lifting.

General Description
Will work with the Corporation Media Coordinator to provide quality library services. This responsibility includes effective communication with the head Media Specialists regarding library services to students and staff.

Will be accountable to the building principal for attendance, work schedule and annual performance.

JOB DESCRIPTION

- Circulate materials and compile required statistics.
- Assist staff and students in the appropriate usage and location of library materials.
- Make book repairs as needed.
- Shelve, reshelf materials, and read shelves to keep library facilities and materials in good order.
- Complete routine processing of all library materials.
- Recommend materials that are requested by teachers for purchasing to the Media Specialist.
- Compile lists of overdue books, etc. and issue overdue notices to borrowers and compute and receive fines as per school policy.
- Under the direction of the media specialist, select materials for possible weeding and inventory a section of the school library collection annually.
- Train and utilize student volunteers as directed by the principal and/or Media Specialist.
- Refer complaints or objections about library materials or library procedures to the building principal and the media specialist.
- Enforces regulations concerning student conduct and discipline as directed by the building principal.
- Provide information and necessary materials for a substitute to operate the library.
- Maintain strict confidentiality of circulation records and student information and report problems to building principal and Media Specialist.
- Maintains the library catalog under the supervision of the Media Specialist.
- Helps students and staff make full use of the services and resources of the LMC.
- Through a working knowledge of books and authors in the collection, assists students with reading selections.
• Maintains files and/or records (e.g. class schedules, books read, collection development, etc.) for the purpose of ensuring availability of library facilities.

• Operate video retrieval system (e.g. streaming video, schedule media, cable channels, etc.) for the purpose of ensuring the availability media in support of instructional process.

• Orients students and staff (e.g. on-line systems, use of computers, classification system, care of materials, etc.) for the purpose of instructing them on the proper use of the library resources.

• Carry out other duties as assigned by the building principal.
**English as a Second Language Resource**

**Purpose:** The purpose of this position is to assist the teaching staff in providing instruction to English as a Second Language learners, to provide for the translation of crucial communication to parents in their own language, and to provide tutorial support to students as needed.

**Line and Staff/Relationship:** This person will work under the direct supervision of the building principals.

**Description of Duties:**

1. Assist teachers in providing materials to teach students whose first and/or home language is not English.
2. Facilitate communication from administration and teachers to parents who do not speak English by translating or interpreting or arranging for a translator for crucial communication needs such as registration, parent-teacher conferences, activities requiring parent permission, health/safety issues, etc.
4. Provide inservice training or arrange for inservice training for instructional staff as needed for effectively working with ESL/ELL students and parents.
5. Communicate frequently with administration and teachers concerning support services needed and those provided to students and parents.
6. Maintain records of support services provided for students and parents.
7. Coordinate and schedule assistance that the school community provides for English as a Second Language (ESL) or English Language Learners (ELL) students.
Technology Technician

**Purpose:** The Technology Technician will support the Director of Technology and/or the building principals in the administrative and instructional uses of technology. The Technician’s role is to research, recommend for purchase and maintain the equipment, Internet, and software components of the technology program.

**Line and Staff Relationship:** The Technology Technician will report to the Director of Technology who reports to the Superintendent of Schools.

**Description of Duties:**

1. Facilitate systems design and implementation for technology related installations, including computer networks, student data management, and telecommunication systems.
2. Provide troubleshooting/problem-solving service for technology equipment, and initiate repairs or facilitate repairs from outside vendor as authorized by the Superintendent of Schools.
3. Maintain inventory (data/documentation) of instructional hardware and software.
4. Develop standard operating procedures for the acquisition, use, maintenance and security of computers, application software, and other technology equipment.
5. Provide an ongoing comprehensive needs assessment of corporation instructional technology and data retrieval systems.
6. Other technology related duties as assigned by the Director of Technology.
7. Support the development, maintenance, and implementation of the long range Instructional Technology Plan.
8. Provide consultation, support and assistance in the training of building level staff on hardware and software applications.
9. Assist teachers in the use of instructional software to enhance the taught curriculum.
10. Assist students, as time permits, in conjunction with the classroom teacher on media retrieval, software utilization, and other technical literacy in order to facilitate student use of technology.
11. Maintain a thorough knowledge of current technology through participation in conferences and workshops, and reading of relevant publications.
12. Represent the Edinburgh Community Schools and community through active participation in appropriate local, state and national organizations.
13. Installation, maintenance, and troubleshooting for our computer system (and networks only when requested by the Director of Technology).
14. Other technology related duties as assigned by the Director of Technology.