

Minutes

Board of Education of the Rocky River City School District

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Board of Education of the Rocky River City School District

The Board of Education of the Rocky River City School District, Cuyahoga County, Ohio, met in Regular Session on May 17, 2012 at 7:00 p.m. in the Board Room at the Board of Education Offices. A digital recording was made of this meeting and is on file in the Office of the Treasurer.

President Kathleen Goepfert presiding

Guests and visitors are requested to sign the Visitors' Register. In accordance with Bylaw 0169.1: Public Participation at Board Meetings, those wishing to address the Board are required to complete the Bylaw 0169.1 Form and submit it to the Superintendent or President of the Board prior to the start of the meeting. Thank you.

CALL TO ORDER

ROLL CALL

PRESENT - Dr. Fancher, Ms. Goepfert, Mr. Milano, Mrs. Rounds, Mr. Swartz

PLEDGE OF ALLEGIANCE

RESOLUTION TO ADOPT AGENDA

Resolution No. 119-12

BE IT RESOLVED by the Board of Education of the Rocky River City School District that it hereby adopts this agenda, including any addendum attached hereto, for the April 26, 2012 meeting.

Board Member	Vote
Jon Fancher	Move
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Second
Scott Swartz	Aye

The resolution was adopted 5 – 0.

Minutes

Board of Education of the Rocky River City School District

REPORTS

High School Campus Master Plan

Lucy Grierson – “Stop the Hate” essay winner.

Rachel’s Challenge: Mrs. Megan Rose

OGT Score Update – Ms. Liz Anderson

Student with perfect ACT score. Titan Competitive winners from Rocky River And Shaw High School.

Diana Foley and Matt England presented at the Google Conference in Columbus.

Kensington won Harvard School of Excellence Award. The ceremony was on May 25th.

The High School is going to offer summer Administration of OGT along with summer intervention.

RESOLUTION TO RECOGNIZE RETIRING SUPPORT STAFF EMPLOYEES – Craig Barner, Zoetsa Fazi, Kenneth Halpin, Betty Hlucky, Paul Tuisku, Theresa Walling, Daniel Zerbey.

Resolution No. 119.1-12

NOW THEREFORE, BE IT RESOLVED by the Board of Education of the Rocky River City School District that these support staff employees be recognized for their outstanding contributions to education and the students of the Rocky River City School District.

BE IT FURTHER RESOLVED that a resolution of recognition be formally presented to each support staff employee on behalf of the Board and administration of the Rocky River City School District.

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Move
Scott Swartz	Second

The resolution was adopted 5 – 0.

Minutes

Board of Education of the Rocky River City School District

RESOLUTION TO RECOGNIZE RETIRING TEACHERS/ADMINISTRATORS – Cynthia Boylan, Caryn Deehring and Carol Eubanks

Resolution No. 119.2-12

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Rocky River City School District that these teachers be recognized for their outstanding contributions to education and the students of the Rocky River City School District.

BE IT FURTHER RESOLVED that a resolution be formally presented to these teachers on behalf of the Board and administration of the Rocky River City School District.

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Move
Scott Swartz	Second

The resolution was adopted 5 – 0.

ORAL AND WRITTEN COMMUNICATIONS

In accordance with Bylaw 0169.1 Public Participation at Board Meetings, residents, students, staff, and invited guests are welcomed by the President of the Board or the Superintendent to address the Board at this time.

Carrie Kapka provided Parks and Recreation updates.

Ms. Goepfert invited student, Will Spalino, to the Eagle Scout Project dedication.

RESOLUTION TO APPROVED MINUTES OF PRECEDING MINUTES

Resolution No. 119.3-2

BE IT RESOLVED by the Board of Education of the Rocky River City School District that the Minutes of the Preceding Meeting held on April 11, 2012 (Special Meeting) be approved.

Board Member	Vote
Jon Fancher	Move
Kathy Goepfert	Abstain
Jay Milano	Aye
Jean Rounds	Aye

Scott Swartz	Second
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The resolution was adopted 4 – 0 with one abstained.

Date May 17, 2012

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Minutes

Board of Education of the Rocky River City School District

RESOLUTION TO APPROVED MINUTES OF PRECEDING MINUTES

Resolution No. 119.4a-2

BE IT RESOLVED by the Board of Education of the Rocky River City School District that the Minutes of the Preceding Meetings held on April 17, 2012 (Special Meeting) and April 26, 2012 (Special Meeting) be approved.

Board Member	Vote
Jon Fancher	Move
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Second
Scott Swartz	Abstain

The resolution was adopted 4 – 0 with one abstained.

RESOLUTION TO APPROVED MINUTES OF PRECEDING MINUTES

Resolution No. 119.4-2

BE IT RESOLVED by the Board of Education of the Rocky River City School District that the Minutes of the Preceding Meetings held on April 18, 2012 (Special Meeting), April 18, 2012 (Committee-of the Whole), and April 26, 2012 (Regular Board Meeting) be approved.

Board Member	Vote
Jon Fancher	Move
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Second
Scott Swartz	Aye

The resolution was adopted 5 – 0.

COMMITTEE AND REPRESENTATIVE REPORTS - “Highlights” of the Committee of the Whole Meeting are available in the lobby and at www.rrcs.org.

Minutes

Board of Education of the Rocky River City School District

SCHOOL COMMUNITY RELATIONS - Ms. Goepfert

RESOLUTION TO APPOINT TRUSTEE FOR THE ROCKY RIVER PUBLIC LIBRARY (EXHIBIT A)

Resolution No. 119.5-12

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Move
Jay Milano	Aye
Jean Rounds	Aye
Scott Swartz	Second

The resolution was adopted 5 – 0.

POLICY AND LEGISLATION - Dr. Fancher

Notification of First Reading of New and Revised Policies & Guidelines (copies are available in the Office of the Superintendent)

Administration

- 1230: Responsibilities of the Superintendent
- 1240: Evaluation of the Superintendent
- 1320: Duties of the Treasurer
- 1330: Evaluation of the Treasurer
- 1530: Evaluation of Administrators
- 1540: Suspension of Administrative Contracts

Professional Staff

- 3120.06: Selecting Student Teachers/Administrative Interns
- 3131: Reduction in Staff
- 3220: Staff Evaluation – Discussion Only
- 3430.01: FMLA Leave

Classified Staff

- 4430.01: FMLA Leave

Students

- 5460: Graduation Requirements
- 5460.01: Diploma Deferral
- 5500: Student Conduct

5517.01: Bullying and Other Forms of Aggressive Behavior

Finances

6460: Vendor Relations

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Property

7530.01V2: Staff use of Wireless Communication Devices

7540.03: Student Network and Internet Acceptable Use and Safety

7540.04: Staff Network and Internet Acceptable Use and Safety

Operations

8320.01: Personal Information Systems

8330: Student Records

8405: Environmental Health and Safety Issues

8451: Pediculosis (Head Lice)

8462: Student Abuse and Neglect

RESOLUTION TO APPROVE FINANCIAL STATEMENT AND INTRAFUND TRANSFERS FOR GENERAL ACCOUNTING IN THE AMOUNT OF \$212,785.62 FOR APRIL 30, 2012 (EXHIBIT B)

Resolution No. 119.6-12

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Second
Jay Milano	Aye
Jean Rounds	Aye
Scott Swartz	Move

The resolution was adopted 5 – 0.

RESOLUTION TO AMEND APPROPRIATION FOR ALL FUNDS AS OF APRIL 30, 2012 IN THE AMOUNT OF \$68,875,586 (EXHIBIT C)

Resolution No. 119.7-12

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Second
Jay Milano	Aye
Jean Rounds	Aye
Scott Swartz	Move

The resolution was adopted 5 – 0.

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Board of Education of the Rocky River City School District

RESOLUTION TO APPROVE THE FIVE-YEAR FORECAST UPDATE (EXHIBIT D)

Resolution No. 119.8-12

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Second
Jay Milano	Aye
Jean Rounds	Aye
Scott Swartz	Move

The resolution was adopted 5 – 0.

RESOLUTION DECLARING IT NECESSARY TO LEVY AN ADDITIONAL CURRENT EXPENSE TAX LEVY AND REQUESTING THE CUYAHOGA COUNTY FISCAL OFFICER TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF THE SCHOOL DISTRICT AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY THAT ADDITIONAL LEVY (EXHIBIT E)

Resolution No. 119.9-12

Board Member	Vote
Jon Fancher	Second
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Aye
Scott Swartz	Move

The resolution was adopted 5 – 0.

RESOLUTION ACCEPTING THE AMOUNT AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY FISCAL OFFICER (EXHIBIT F)

Resolution No. 119.10-12

Board Member	Vote
Jon Fancher	Second
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Aye
Scott Swartz	Move

The resolution was adopted 5 – 0.

Date May 17, 2012

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Minutes

Board of Education of the Rocky River City School District

RESOLUTION TO APPROVE RETIREMENTS AND RESIGNATIONS

Resolution No. 120-12

BE IT RESOLVED by the Board of Education of the Rocky River City School District that the following retirements and resignations be approved:

<u>Name</u>	<u>Position/Classification</u>	<u>Effective</u>
Betsy Lanzen	Tutor	6/7/2012

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Second
Scott Swartz	Move

The resolution was adopted 5 – 0.

RESOLUTION TO APPROVE APPOINTMENTS¹

Resolution No. 121-12

BE IT RESOLVED by the Board of Education of the Rocky River City School District that the following appointments be approved:

<u>Name</u>	<u>Position/Classification</u>	<u>Effective</u>	<u>Rate of Pay</u>
*Jana Randazzo	Speech/Language Pathologist-.8 FTE	8/22/12	MA, Step 3
Brian Smith	Teacher – 1.0 FTE	8/22/12	MA+9, Step 5
Mark Barrow	Student Worker-Occasional	5/17/12	\$7.70/hr.
Ryan Donnelly	Student Worker-Occasional	5/17/12	\$8.00/hr.
Andrew Kanczak	Student Worker-Occasional	5/17/12	\$7.70/hr.

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Board of Education of the Rocky River City School District

Conor Milner	Student Worker-Occasional	5/17/12	\$7.70/hr.
Jacob Westerfield	Student Worker-Occasional	5/17/12	\$7.70/hr.
*Nicholas Lima	Student Worker-Occasional	5/17/12	\$7.70/hr.

SUPPLEMENTAL DUTY APPOINTMENTS 2012-2013 SCHOOL YEAR (EXHIBIT G)

1. Employment conditional upon receipt of a negative drug test screening & satisfactory criminal reference check.
2. For any supplemental contract initially awarded to a non-licensed person by this resolution, the Board made such position(s) available to licensed employees of the District, but no qualified licensed employee of the District expressed interest in the position(s); and further, the Board advertised the position(s) to qualified licensed personnel outside of the District, but no qualified licensed personnel outside of the District expressed interest in the position(s).

Board Member	Vote
Jon Fancher	Second
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Aye
Scott Swartz	Move

The resolution was adopted 5 – 0.

RESOLUTION TO APPROVE ADJUSTMENTS IN SALARY, ASSIGNMENT AND RATE OF PAY

Resolution No. 122-12

BE IT RESOLVED by the Board of Education of the Rocky River City School District that adjustments in the salary, assignments and rate of pay be approved:

<u>Name</u>	<u>Position/Classification</u>	<u>Effective</u>	<u>Rate of Pay</u>
Judith McGinley	From: Secretary III-A, 1.0 FTE To: Secretary III-A, .70 FTE	7/1/12	Step 15
Vincent Bianchi	From: Lunch Monitor, .33 FTE To: Lunch Monitor, .23 FTE	8/1/12	P.R.G., Step 15

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Board of Education of the Rocky River City School District

<u>Name</u>	<u>Position/Classification</u>	<u>Effective</u>	<u>Rate of Pay</u>
*Douglas Hinz	From: Mechanic, .5 FTE and Maintenance Repairman I, .5 FTE To: Mechanic, 1.0 FTE	5/21/12	Step 15
*Barb Catavolos	From: Custodial Worker I, .45 FTE To: Custodial Worker I, 1.0 FTE	5/21/12	Step 5

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Move
Jean Rounds	Aye
Scott Swartz	Second

The resolution was adopted 5 – 0.

RESOLUTION TO ADOPT PRICES FOR SCHOOL LUNCH PROGRAM AT \$3.00 PER MEAL EFFECTIVE FOR THE 2012/2013 SCHOOL YEAR

Resolution No. 123-12

BE IT RESOLVED by the Board of Education of the Rocky River City School District that the prices for the School Lunch Program at \$3.00 per meal effective for the 2012/2013 school year be approved:

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Move
Scott Swartz	Second

The resolution was adopted 5 – 0.

Minutes

Board of Education of the Rocky River City School District

RESOLUTION TO APPOINT PARMA COMMUNITY GENERAL HOSPITAL MOBILE HEALTH UNIT TO PERFORM POST-ACCIDENT BUS DRIVER EXAMINATIONS

Resolution No. 124-12

BE IT RESOLVED by the Board of Education of the Rocky River City School District that they appoint Parma Community General Hospital Mobil Health Unit to Perform Post-Accident Bus Driver Examinations be approved.

Board Member	Vote
Jon Fancher	Move
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Aye
Scott Swartz	Second

The resolution was adopted 5 – 0.

RESOLUTION TO APPROVE REVISED EMPLOYEE JOB DESCRIPTIONS (EXHIBIT H)

Resolution No. 125-12

Board Member	Vote
Jon Fancher	Move
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Second
Scott Swartz	Aye

The resolution was adopted 5 – 0.

RESOLUTION TO APPROVE BIDS FOR GOLDWOOD PRIMARY SCHOOL NEW ADDITION AND RENOVATION PROJECT (EXHIBIT I)

Resolution 126-12

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Move
Jean Rounds	Aye
Scott Swartz	Second

The resolution was adopted 5 – 0.

Date May 17, 2012

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Board of Education of the Rocky River City School District

RESOLUTION TO APPROVE BIDS FOR ROCKY RIVER HIGH SCHOOL AUDITORIUM SOUND SYSTEM PROJECT (EXHIBIT J)

Resolution No. 127-12

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Move
Jean Rounds	Aye
Scott Swartz	Second

The resolution was adopted 5 – 0.

RESOLUTION TO APPROVE CHANGE MANAGEMENT ITEMS (EXHIBIT K)

Resolution No. 128-12

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Move
Jean Rounds	Aye
Scott Swartz	Second

The resolution was adopted 5 – 0.

RESOLUTION TO APPROVE CANDIDATES FOR GRADUATION (EXHIBIT L)

Resolution No. 129-12

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Move
Jay Milano	Aye
Jean Rounds	Second
Scott Swartz	Aye

The resolution was adopted 5 – 0.

Minutes

Board of Education of the Rocky River City School District

RESOLUTION TO APPROVE CODE OF CONDUCT IN STUDENT/PARENT HANDBOOK (EXHIBIT M)

Resolution No. 130-12

Board Member	Vote
Jon Fancher	Move
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Aye
Scott Swartz	Second

The resolution was adopted 5 – 0.

RESOLUTION TO APPROVE ROYALTY AGREEMENT WITH OHIO PYLE PRINTS, INC. FOR THE NON-EXCLUSIVE RIGHT AND A LICENSE TO USE THE SCHOOL MARKS (NAME, NICKNAME, LOGOS) FOR MARKETING, MANUFACTURING AND DISTRIBUTION OF APPAREL AND ACCESSORIES AT AREA RETAILERS UNDER THE “MY TOWN ORIGINALS” REGISTERED TRADEMARK (EXHIBIT N)

Resolution No. 131-12

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Move
Jean Rounds	Aye
Scott Swartz	Second

The resolution was adopted 5 – 0.

OTHER BUSINESS

None

Minutes

Board of Education of the Rocky River City School District

RESOLUTION TO ADJOURN

Resolution No. 132-12

BE IT RESOLVED by the Board of Education of the Rocky River City School District that it hereby adjourn at 8:40 p.m.

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Second
Scott Swartz	Move

The resolution was adopted 5 – 0.

President

Treasurer

Minutes

Board of Education of the Rocky River City School District

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CALL TO ORDER

ROLL CALL

PRESENT - Dr. Fancher, Ms. Goepfert, Mr. Milano, Mrs. Rounds, Mr. Swartz

PLEDGE OF ALLEGIANCE

RESOLUTION TO ADOPT AGENDA

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Board Member	Vote
Jon Fancher	Move
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Second
Scott Swartz	Aye

The resolution was adopted 5 – 0.

Minutes

Board of Education of the Rocky River City School District

REPORTS

High School Campus Master Plan

Lucy Grierson – “Stop the Hate” essay winner.

Rachel’s Challenge: Mrs. Megan Rose

OGT Score Update – Ms. Liz Anderson

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Resolution No. 119.1-12

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BE IT FURTHER RESOLVED that a resolution of recognition be formally presented to each support staff employee on behalf of the Board and administration of the Rocky River City School District.

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Move
Scott Swartz	Second

The resolution was adopted 5 – 0.

Minutes

Board of Education of the Rocky River City School District

RESOLUTION TO RECOGNIZE RETIRING TEACHERS/ADMINISTRATORS – Cynthia Boylan, Caryn Deehring and Carol Eubanks

Resolution No. 119.2-12

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Rocky River City School District that these teachers be recognized for their outstanding contributions to education and the students of the Rocky River City School District.

BE IT FURTHER RESOLVED that a resolution be formally presented to these teachers on behalf of the Board and administration of the Rocky River City School District.

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Move
Scott Swartz	Second

The resolution was adopted 5 – 0.

ORAL AND WRITTEN COMMUNICATIONS

In accordance with Bylaw 0169.1 Public Participation at Board Meetings, residents, students, staff, and invited guests are welcomed by the President of the Board or the Superintendent to address the Board at this time.

Carrie Kapka provided Parks and Recreation updates.

Ms. Goepfert invited student, Will Spalino, to the Eagle Scout Project dedication.

RESOLUTION TO APPROVED MINUTES OF PRECEDING MINUTES

Resolution No. 119.3-2

BE IT RESOLVED by the Board of Education of the Rocky River City School District that the Minutes of the Preceding Meeting held on April 11, 2012 (Special Meeting) be approved.

Board Member	Vote
Jon Fancher	Move
Kathy Goepfert	Abstain
Jay Milano	Aye
Jean Rounds	Aye

Scott Swartz	Second
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The resolution was adopted 4 – 0 with one abstained.

Date May 17, 2012

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Board of Education of the Rocky River City School District

RESOLUTION TO APPROVED MINUTES OF PRECEDING MINUTES

Resolution No. 119.4a-2

BE IT RESOLVED by the Board of Education of the Rocky River City School District that the Minutes of the Preceding Meetings held on April 17, 2012 (Special Meeting) and April 26, 2012 (Special Meeting) be approved.

Board Member	Vote
Jon Fancher	Move
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Second
Scott Swartz	Abstain

The resolution was adopted 4 – 0 with one abstained.

RESOLUTION TO APPROVED MINUTES OF PRECEDING MINUTES

Resolution No. 119.4-2

BE IT RESOLVED by the Board of Education of the Rocky River City School District that the Minutes of the Preceding Meetings held on April 18, 2012 (Special Meeting), April 18, 2012 (Committee-of the Whole), and April 26, 2012 (Regular Board Meeting) be approved.

Board Member	Vote
Jon Fancher	Move
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Second
Scott Swartz	Aye

The resolution was adopted 5 – 0.

COMMITTEE AND REPRESENTATIVE REPORTS - “Highlights” of the Committee of the Whole Meeting are available in the lobby and at www.rrcs.org.

Minutes

Board of Education of the Rocky River City School District

SCHOOL COMMUNITY RELATIONS - Ms. Goepfert

RESOLUTION TO APPOINT TRUSTEE FOR THE ROCKY RIVER PUBLIC LIBRARY (EXHIBIT A)

Resolution No. 119.5-12

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Move
Jay Milano	Aye
Jean Rounds	Aye
Scott Swartz	Second

The resolution was adopted 5 – 0.

POLICY AND LEGISLATION - Dr. Fancher

Notification of First Reading of New and Revised Policies & Guidelines (copies are available in the Office of the Superintendent)

Administration

- 1230: Responsibilities of the Superintendent
- 1240: Evaluation of the Superintendent
- 1320: Duties of the Treasurer
- 1330: Evaluation of the Treasurer
- 1530: Evaluation of Administrators
- 1540: Suspension of Administrative Contracts

Professional Staff

- 3120.06: Selecting Student Teachers/Administrative Interns
- 3131: Reduction in Staff
- 3220: Staff Evaluation – Discussion Only
- 3430.01: FMLA Leave

Classified Staff

- 4430.01: FMLA Leave

Students

- 5460: Graduation Requirements
- 5460.01: Diploma Deferral
- 5500: Student Conduct

5517.01: Bullying and Other Forms of Aggressive Behavior

Finances

6460: Vendor Relations

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Property

7530.01V2: Staff use of Wireless Communication Devices

7540.03: Student Network and Internet Acceptable Use and Safety

7540.04: Staff Network and Internet Acceptable Use and Safety

Operations

8320.01: Personal Information Systems

8330: Student Records

8405: Environmental Health and Safety Issues

8451: Pediculosis (Head Lice)

8462: Student Abuse and Neglect

RESOLUTION TO APPROVE FINANCIAL STATEMENT AND INTRAFUND TRANSFERS FOR GENERAL ACCOUNTING IN THE AMOUNT OF \$212,785.62 FOR APRIL 30, 2012 (EXHIBIT B)

Resolution No. 119.6-12

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Second
Jay Milano	Aye
Jean Rounds	Aye
Scott Swartz	Move

The resolution was adopted 5 – 0.

RESOLUTION TO AMEND APPROPRIATION FOR ALL FUNDS AS OF APRIL 30, 2012 IN THE AMOUNT OF \$68,875,586 (EXHIBIT C)

Resolution No. 119.7-12

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Second
Jay Milano	Aye
Jean Rounds	Aye
Scott Swartz	Move

The resolution was adopted 5 – 0.

Minutes

Board of Education of the Rocky River City School District

RESOLUTION TO APPROVE THE FIVE-YEAR FORECAST UPDATE (EXHIBIT D)

Resolution No. 119.8-12

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Second
Jay Milano	Aye
Jean Rounds	Aye
Scott Swartz	Move

The resolution was adopted 5 – 0.

RESOLUTION DECLARING IT NECESSARY TO LEVY AN ADDITIONAL CURRENT EXPENSE TAX LEVY AND REQUESTING THE CUYAHOGA COUNTY FISCAL OFFICER TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF THE SCHOOL DISTRICT AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY THAT ADDITIONAL LEVY (EXHIBIT E)

Resolution No. 119.9-12

Board Member	Vote
Jon Fancher	Second
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Aye
Scott Swartz	Move

The resolution was adopted 5 – 0.

RESOLUTION ACCEPTING THE AMOUNT AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY FISCAL OFFICER (EXHIBIT F)

Resolution No. 119.10-12

Board Member	Vote
Jon Fancher	Second
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Aye
Scott Swartz	Move

The resolution was adopted 5 – 0.

Date May 17, 2012

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Board of Education of the Rocky River City School District

RESOLUTION TO APPROVE RETIREMENTS AND RESIGNATIONS

Resolution No. 120-12

BE IT RESOLVED by the Board of Education of the Rocky River City School District that the following retirements and resignations be approved:

<u>Name</u>	<u>Position/Classification</u>	<u>Effective</u>
Betsy Lanzen	Tutor	6/7/2012

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Second
Scott Swartz	Move

The resolution was adopted 5 – 0.

RESOLUTION TO APPROVE APPOINTMENTS¹

Resolution No. 121-12

BE IT RESOLVED by the Board of Education of the Rocky River City School District that the following appointments be approved:

<u>Name</u>	<u>Position/Classification</u>	<u>Effective</u>	<u>Rate of Pay</u>
*Jana Randazzo	Speech/Language Pathologist-.8 FTE	8/22/12	MA, Step 3
Brian Smith	Teacher – 1.0 FTE	8/22/12	MA+9, Step 5
Mark Barrow	Student Worker-Occasional	5/17/12	\$7.70/hr.
Ryan Donnelly	Student Worker-Occasional	5/17/12	\$8.00/hr.
Andrew Kanczak	Student Worker-Occasional	5/17/12	\$7.70/hr.

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Board of Education of the Rocky River City School District

Conor Milner	Student Worker-Occasional	5/17/12	\$7.70/hr.
Jacob Westerfield	Student Worker-Occasional	5/17/12	\$7.70/hr.
*Nicholas Lima	Student Worker-Occasional	5/17/12	\$7.70/hr.

SUPPLEMENTAL DUTY APPOINTMENTS 2012-2013 SCHOOL YEAR (EXHIBIT G)

1. Employment conditional upon receipt of a negative drug test screening & satisfactory criminal reference check.
2. For any supplemental contract initially awarded to a non-licensed person by this resolution, the Board made such position(s) available to licensed employees of the District, but no qualified licensed employee of the District expressed interest in the position(s); and further, the Board advertised the position(s) to qualified licensed personnel outside of the District, but no qualified licensed personnel outside of the District expressed interest in the position(s).

Board Member	Vote
Jon Fancher	Second
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Aye
Scott Swartz	Move

The resolution was adopted 5 – 0.

RESOLUTION TO APPROVE ADJUSTMENTS IN SALARY, ASSIGNMENT AND RATE OF PAY

Resolution No. 122-12

BE IT RESOLVED by the Board of Education of the Rocky River City School District that adjustments in the salary, assignments and rate of pay be approved:

<u>Name</u>	<u>Position/Classification</u>	<u>Effective</u>	<u>Rate of Pay</u>
Judith McGinley	From: Secretary III-A, 1.0 FTE To: Secretary III-A, .70 FTE	7/1/12	Step 15
Vincent Bianchi	From: Lunch Monitor, .33 FTE To: Lunch Monitor, .23 FTE	8/1/12	P.R.G., Step 15

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<u>Name</u>	<u>Position/Classification</u>	<u>Effective</u>	<u>Rate of Pay</u>
*Douglas Hinz	From: Mechanic, .5 FTE and Maintenance Repairman I, .5 FTE To: Mechanic, 1.0 FTE	5/21/12	Step 15
*Barb Catavolos	From: Custodial Worker I, .45 FTE To: Custodial Worker I, 1.0 FTE	5/21/12	Step 5

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Move
Jean Rounds	Aye
Scott Swartz	Second

The resolution was adopted 5 – 0.

RESOLUTION TO ADOPT PRICES FOR SCHOOL LUNCH PROGRAM AT \$3.00 PER MEAL EFFECTIVE FOR THE 2012/2013 SCHOOL YEAR

Resolution No. 123-12

BE IT RESOLVED by the Board of Education of the Rocky River City School District that the prices for the School Lunch Program at \$3.00 per meal effective for the 2012/2013 school year be approved:

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Move
Scott Swartz	Second

The resolution was adopted 5 – 0.

Minutes

Board of Education of the Rocky River City School District

RESOLUTION TO APPOINT PARMA COMMUNITY GENERAL HOSPITAL MOBILE HEALTH UNIT TO PERFORM POST-ACCIDENT BUS DRIVER EXAMINATIONS

Resolution No. 124-12

BE IT RESOLVED by the Board of Education of the Rocky River City School District that they appoint Parma Community General Hospital Mobil Health Unit to Perform Post-Accident Bus Driver Examinations be approved.

Board Member	Vote
Jon Fancher	Move
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Aye
Scott Swartz	Second

The resolution was adopted 5 – 0.

RESOLUTION TO APPROVE REVISED EMPLOYEE JOB DESCRIPTIONS (EXHIBIT H)

Resolution No. 125-12

Board Member	Vote
Jon Fancher	Move
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Second
Scott Swartz	Aye

The resolution was adopted 5 – 0.

RESOLUTION TO APPROVE BIDS FOR GOLDWOOD PRIMARY SCHOOL NEW ADDITION AND RENOVATION PROJECT (EXHIBIT I)

Resolution 126-12

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Move
Jean Rounds	Aye
Scott Swartz	Second

The resolution was adopted 5 – 0.

Date May 17, 2012

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Board of Education of the Rocky River City School District

RESOLUTION TO APPROVE BIDS FOR ROCKY RIVER HIGH SCHOOL AUDITORIUM SOUND SYSTEM PROJECT (EXHIBIT J)

Resolution No. 127-12

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Move
Jean Rounds	Aye
Scott Swartz	Second

The resolution was adopted 5 – 0.

RESOLUTION TO APPROVE CHANGE MANAGEMENT ITEMS (EXHIBIT K)

Resolution No. 128-12

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Move
Jean Rounds	Aye
Scott Swartz	Second

The resolution was adopted 5 – 0.

RESOLUTION TO APPROVE CANDIDATES FOR GRADUATION (EXHIBIT L)

Resolution No. 129-12

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Move
Jay Milano	Aye
Jean Rounds	Second
Scott Swartz	Aye

The resolution was adopted 5 – 0.

Minutes

Board of Education of the Rocky River City School District

RESOLUTION TO APPROVE CODE OF CONDUCT IN STUDENT/PARENT HANDBOOK (EXHIBIT M)

Resolution No. 130-12

Board Member	Vote
Jon Fancher	Move
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Aye
Scott Swartz	Second

The resolution was adopted 5 – 0.

RESOLUTION TO APPROVE ROYALTY AGREEMENT WITH OHIO PYLE PRINTS, INC. FOR THE NON-EXCLUSIVE RIGHT AND A LICENSE TO USE THE SCHOOL MARKS (NAME, NICKNAME, LOGOS) FOR MARKETING, MANUFACTURING AND DISTRIBUTION OF APPAREL AND ACCESSORIES AT AREA RETAILERS UNDER THE “MY TOWN ORIGINALS” REGISTERED TRADEMARK (EXHIBIT N)

Resolution No. 131-12

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Move
Jean Rounds	Aye
Scott Swartz	Second

The resolution was adopted 5 – 0.

OTHER BUSINESS

None

Minutes

Board of Education of the Rocky River City School District

RESOLUTION TO ADJOURN

Resolution No. 132-12

BE IT RESOLVED by the Board of Education of the Rocky River City School District that it hereby adjourn at 8:40 p.m.

Board Member	Vote
Jon Fancher	Aye
Kathy Goepfert	Aye
Jay Milano	Aye
Jean Rounds	Second
Scott Swartz	Move

The resolution was adopted 5 – 0.

President

Treasurer

ROCKY RIVER CITY SCHOOLS
 Financial Report by Fund
 FINANCIAL REPORT FOR APRIL 2012

Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
TOTAL FOR Fund 001 - GENERAL:							
2,309,101.86	129,952.19	29,256,534.16	2,197,860.85	25,963,866.73	5,601,769.29	1,724,245.73	3,877,523.56
TOTAL FOR Fund 002 - BOND RETIREMENT:							
3,236,815.80	0.00	4,116,677.79	0.00	4,068,193.02	3,285,300.57	0.00	3,285,300.57
TOTAL FOR Fund 003 - PERMANENT IMPROVEMENT:							
25,536.92	13,602.87	136,034.02	0.00	140,172.52	21,398.42	0.00	21,398.42
TOTAL FOR Fund 004 - BUILDING:							
38,771,815.75	23,120.27	288,849.50	978,063.01	12,299,023.91	26,761,641.34	21,389,162.34	5,372,479.00
TOTAL FOR Fund 006 - FOOD SERVICE:							
81,659.41	31,966.96	337,077.98	33,642.87	350,967.52	67,769.87	39,872.90	27,896.97
TOTAL FOR Fund 007 - SPECIAL TRUST:							
48,576.38	6,750.00	9,470.00	117.23	5,559.71	52,486.67	76.97	52,409.70
TOTAL FOR Fund 009 - UNIFORM SCHOOL SUPPLIES:							
22,879.96	262.50	25,416.35	0.00	27,349.55	20,946.76	72.25	20,874.51
TOTAL FOR Fund 011 - ROTARY-SPECIAL SERVICES:							
124,912.29	27,081.04	221,173.15	10,415.30	157,109.88	188,975.56	54,209.57	134,765.99
TOTAL FOR Fund 018 - PUBLIC SCHOOL SUPPORT:							
80,874.26	2,338.30	63,770.09	2,819.11	45,597.85	99,046.50	24,897.23	74,149.27
TOTAL FOR Fund 019 - OTHER GRANT:							
10,440.66	0.00	20,802.22	507.36	15,819.02	15,423.86	300.00	15,123.86
TOTAL FOR Fund 024 - EMPLOYEE BENEFITS SELF INS.:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 200 - STUDENT MANAGED ACTIVITY:							
111,860.68	45,567.16	139,174.93	40,413.20	90,385.21	160,650.40	30,954.06	129,696.34
TOTAL FOR Fund 300 - DISTRICT MANAGED ACTIVITY:							
23,836.88	22,734.81	192,279.24	22,200.26	267,667.74	51,551.62-	44,156.10	95,707.72-
TOTAL FOR Fund 401 - AUXILIARY SERVICES:							
25,520.41	101.96	1,332,740.19	83,533.71	824,153.31	534,107.29	227,393.93	306,713.36
TOTAL FOR Fund 432 - MANAGEMENT INFORMATION SYSTEM							
4,281.43	0.00	0.00	0.00	4,281.43	0.00	0.00	0.00
TOTAL FOR Fund 440 - ENTRY YEAR PROGRAMS:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

ROCKY RIVER CITY SCHOOLS
 Financial Report by Fund
 FINANCIAL REPORT FOR APRIL 2012

Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
TOTAL FOR Fund 451 - DATA COMMUNICATION FUND: 3,000.00	3,600.00	7,200.00	0.00	6,600.00	3,600.00	0.00	3,600.00
TOTAL FOR Fund 452 - SCHOOLNET PROFESS. DEVELOPMEN 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 504 - EDUCATION JOBS FUND: 0.00	0.00	41,000.00	471.12	62,990.54	21,990.54-	0.00	21,990.54-
TOTAL FOR Fund 506 - RACE TO THE TOP: 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 516 - IDEA PART B GRANTS: 33,909.27-	0.00	582,949.97	98,099.80	681,339.52	132,298.82-	95,006.50	227,305.32-
TOTAL FOR Fund 532 - FISCAL STABILIZATION FUND: 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 551 - LIMITED ENGLISH PROFICIENCY: 264.23-	1,135.32	15,003.92	96.49	15,925.50	1,185.81-	913.22	2,099.03-
TOTAL FOR Fund 572 - TITLE I DISADVANTAGED CHILDRE 1,810.13	33,123.12	144,633.13	19,120.84	169,490.07	23,046.81-	3,648.56	26,695.37-
TOTAL FOR Fund 584 - DRUG FREE SCHOOL GRANT FUND: 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 587 - IDEA PRESCHOOL-HANDICAPPED: 0.00	1,069.32	10,693.12	0.00	10,693.12	0.00	0.00	0.00
TOTAL FOR Fund 590 - IMPROVING TEACHER QUALITY: 0.00	0.00	39,400.00	5,434.52	48,640.35	9,240.35-	5,853.49	15,093.84-
TOTAL FOR Fund 599 - MISCELLANEOUS FED. GRANT FUND 0.00	0.00	1,234.90	0.00	1,349.31	114.41-	0.00	114.41-
GRAND TOTALS: 44,848,749.32	342,405.82	36,982,114.66	3,492,795.67	45,257,175.81	36,573,688.17	23,640,762.85	12,932,925.32

**ROCKY RIVER CITY SCHOOL DISTRICTS
SUMMARY OF INVESTMENTS AND CASH BALANCES
As of April 30, 2012**

INVESTMENTS:

	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Cost/ Balance</u>	<u>Par Amount</u>	<u>Rate/Yield</u>
<u>Operating Funds</u>					
STAR Ohio		Daily	\$ 385.10		0.070%
Comm Paper - GE Capital Corp. - Morgan Stanley	4/20/2012	10/17/2012	\$ 1,497,600.00	\$ 1,500,000.00	0.325%
Tri State CDARS***	1/12/2012	1/10/2013	\$ 1,000,000.00	\$ 1,000,000.00	1.094%
***50/50 investment required					
Subtotal			\$ 2,497,985.10	\$ 2,500,000.00	0.633%
Charter One MRA		Daily	\$ 4,350.10		0.000%
Huntington		Daily	\$ 86,451.08		0.020%
PNC MMA		Daily	\$ 2,829,675.76		0.200%
Tri-State*** (50/50)		Daily	\$ 1,000,000.00		0.000%
Fifth Third Escrow		Daily	\$ 90,194.53		0.000%
Bond Issue investments*		Daily	\$ 27,837,017.38		0.350%
Subtotal			\$ 31,847,688.85		0.324%
***50/50 investment required					
Total Investments			\$ 34,345,673.95		0.346%
<u>CASH:</u>					
Demand Deposit Accounts - Net			\$ 2,226,129.22		
Petty Cash and Change Funds			\$ 1,885.00		
Sub-Total			\$ 2,228,014.22		
Total Investments and Cash			\$ 36,573,688.17		

* See next page for detail

ROCKY RIVER CITY SCHOOL DISTRICTS
SUMMARY OF BOND ISSUE INVESTMENTS AND CASH BALANCES
As of April 30, 2012

INVESTMENTS:

<u>INVESTMENT TYPE/ISSUE</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Cost/ Balance</u>	<u>Par Amount</u>	<u>Rate/Yield</u>
Tri State CDARS*** - BAB's - Tri State Commercial Bank	6/30/2011	6/28/2012	\$ 750,000.00	\$ 750,000.00	1.292%
Huntington CDARS - BAB's	9/8/2011	9/6/2012	\$ 1,000,000.00	\$ 1,000,000.00	0.359%
FHLB - BAB'S - Citigroup Global Mkts	5/27/2011	9/14/2012	\$ 1,008,752.00	\$ 1,000,000.00	0.308%
Tri State CDARS*** - BAB's	4/12/2012	10/11/2012	\$ 250,000.00	\$ 250,000.00	0.600%
Comm Paper - GE Capital Corp. - BAB's - Morgan Stanley	4/20/2012	10/17/2012	\$ 1,497,600.00	\$ 1,500,000.00	0.325%
Comm Paper - GE Capital Corp. - BAB's - Huntington	4/27/2012	10/24/2012	\$ 2,995,185.00	\$ 3,000,000.00	0.326%
Tri State CDARS*** - BAB's - Tri State Commercial Bank	1/12/2012	1/10/2013	\$ 500,000.00	\$ 500,000.00	1.094%
FHLB - BAB's - G.X. Clarke & Co.	1/11/2012	1/11/2013	\$ 2,000,000.00	\$ 2,000,000.00	0.280%
FFCB - BAB's - G.X. Clarke & Co.	12/9/2011	4/25/2013	\$ 800,720.00	\$ 800,000.00	0.232%
FFCB** - TE's - Huntington	6/6/2011	6/6/2013	\$ 999,950.00	\$ 1,000,000.00	0.670%
FHLB - BAB's - Huntington	12/9/2011	6/7/2013	\$ 2,000,338.89	\$ 2,000,000.00	0.340%
FFCB ## - TE's - Huntington	7/5/2011	7/5/2013	\$ 500,000.00	\$ 500,000.00	0.570%
FHLB* - TE's - Citigroup	6/28/2011	9/27/2013	\$ 1,000,000.00	\$ 1,000,000.00	0.700%
Subtotal			\$ 15,302,545.89	\$ 15,300,000.00	0.450%

* Callable 6/27/12, one-time only

** Callable 6/6/12, continuous thereafter

***50/50 investment required

Callable 7/5/12, continuous thereafter

BANKS/ISSUE

First Federal of Lakewood - TE's	Daily	\$ 573,153.55	0.350%
First Federal of Lakewood - BAB's	Daily	\$ 4,052,226.46	0.350%
PNC - BAB's	Daily	\$ 4,025,126.49	0.200%
PNC - QSCB's	Daily	\$ 2,153,017.99	0.200%
Star Ohio - Bldg. Fund BAB's	Daily	\$ 230,947.00	0.070%
Tri-State*** - BAB's (50/50)	Daily	\$ 1,500,000.00	0.000%
Subtotal		\$ 12,534,471.49	0.229%

***50/50 investment required

Note: The maximum balance available to be on deposit with First Federal of Lakewood is \$5,000,000 per their requirements contained in the current depository agreement with them.

Total Investments **\$ 27,837,017.38** **0.350%**

Rocky River City School District
 Appropriation Summary as of April 30, 2012 - All Funds
 With Certified Resources For FY 2012 To Date

Fund Name	USAS Fund No.	Budget as of 3/31/12	Net Changes April 2012	Revised Budget as of 4/30/12	P/Y Encumbrances	Total Expendable as of 4/30/12	Certificate of Estimated Resources - Amendment #12	Resources Over/(Under) Revised Budget	Add/(Reduce) Amount of "Other Sources" on Amendment #12	Revised Est. Resources Amendment #13
General Fund	001	32,072,990.00	\$0	\$32,072,990	\$380,853	\$32,453,843	\$33,279,621 x	\$1,206,631		\$33,279,621
Bond Retirement	002	5,546,041.81	0	5,546,042	-	5,546,042	7,408,223 x	1,862,182		7,408,223
Permanent Improvement	003	161,000.00	0	161,000	18,185	179,185	170,637 x	9,637		170,637
Building	004	27,177,459.00	0	27,177,459	6,327,173	33,504,632	32,639,543 x	5,462,084		32,639,543
Food Service	006	452,349.32	0	452,349	50	452,399	526,510 x	74,160		526,510
Trust - Band Uniform Fund	007-9007	19,500	0	19,500	-	19,500	19,699 x	199		19,699
Trust - Scholarship	007-9008	22,000	0	22,000	-	22,000	36,997 x	14,997		36,997
Trust - Unclaimed Funds	007-9009	500	0	500	-	500	13,327 x	12,827		13,327
Trust - Rocky River Angel Fund	007-9907	1,920	0	1,920	2,090	4,010	1,920 x	0		1,920
Trust - Rocky River Angel Fund - Goldwood	007-9908	710	0	710	-	710	1,056 x	346		1,056
Trust - Technology Improvement Fund	007-9909	-	0	-	-	-	216 x	216		216
Trust - Herb Score Memorial Fund	007-9910	-	0	-	-	-	- x	0		-
Uniform School Supply	009	27,500.00	0	27,500	-	27,500	49,230 x	21,730		49,230
Rotary Funds	011	247,486.00	1,500	248,986	5,397	254,383	325,166 x	76,180	2,000	327,166
School Support Funds	018	108,283.79	0	108,284	2,356	110,640	157,518 x	49,234		157,518
Private Source Grants	019	21,658.48	0	21,658	1,422	23,080	29,510 x	7,852		29,510
Self-Insurance Fund	024	-	0	-	-	-	- x	0		-
Student Activities	200	160,400.00	1,500	161,900	-	161,900	317,316 x	155,416		317,316
Athletic and Co-Curricular	300	335,420.00	211	335,631	986	336,617	340,051 x	4,420	211	340,262
<i>State Grants:</i>										
Auxiliary Services (Private Schools)	401	1,332,749.22	0	1,332,749	25,409	1,358,158	1,332,750 x	0		1,332,750
EMIS	432	4,281.43	0	4,281	-	4,281	4,281 x	0		4,281
Entry Year Programs	440	-	0	-	-	-	- x	0		-
Data Communications	451	4,700	0	4,700	1,900	6,600	4,700 x	0	3,600	8,300
School Net - Professional Dev.	452	-	0	-	-	-	- x	0		-
Misc State Grants	499	-	0	-	-	-	- x	0		-
<i>Federal Grants:</i>										
Federal Ed Jobs	504	60,811.64	0	60,812	-	60,812	60,812 x	0		60,812
Resident Educator Program (NEW)	506	3,150.00	0	3,150	-	3,150	3,150 x	0		3,150
IDEA-B	516	834,308.56	0	834,309	32,821	867,130	834,309 x	0		834,309
School District Fiscal Stabilization	532	0.00	0	-	-	-	- x	0		-
Title III - Limited English Proficiency	551	18,576.02	0	18,576	-	18,576	18,576 x	0		18,576
Title I	572	191,133.64	0	191,134	-	191,134	191,134 x	0		191,134
Title V	573	-	0	-	-	-	- x	0		-
Drug-Free Schools	584	-	0	-	-	-	- x	0		-
Preschool - Special Education	587	10,693.12	0	10,693	-	10,693	10,693 x	0		10,693
Title II-A	590	55,403.72	0	55,404	-	55,404	55,404 x	0		55,404
Misc. Federal Grants	599	1,349	0	1,349	-	1,349	1,349 x	0		1,349
Total All Funds		\$68,324,378	\$3,211	\$68,875,586	\$6,798,641	\$75,674,227	\$77,833,697	\$8,958,111	\$5,811	\$77,839,508

Amended appropriation passed at the 5/17/12 meeting of the Rocky River Board of Education
 Amended Certificate has been or will be requested from the County Budget Commission

ROCKY RIVER CITY SCHOOL DISTRICT

Cuyahoga County

Schedule of Revenues, Expenditures and Changes in Fund Balances
For the Fiscal Years Ended June 30, 2009, 2010, and 2011 Actual
Forecasted Fiscal Years Ending June 30, 2012 Through 2016

FOR APPROVAL AT BOE MTG. ON 5/17/12

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	Actual				Average Change	Forecasted				
	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011			Fiscal Year 2012	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016
Revenues										
1.010 General Property Tax (Real Estate)	\$23,222,645	\$24,848,453	\$24,322,755	2.4%	\$24,840,236	\$24,299,600	\$24,399,600	\$24,499,600	\$24,749,600	
1.020 Tangible Personal Property Tax	789,059	583,004	560,207	-15.0%	550,000	550,000	550,000	550,000	550,000	
1.030 Income Tax	0	0	0	0.0%						
1.035 Unrestricted Grants-in-Aid	1,383,225	1,290,100	1,270,149	-4.1%	1,310,000	1,310,000	1,310,000	1,310,000	1,310,000	
1.040 Restricted Grants-in-Aid	182,312	78,043	95,683	-17.3%	78,000	78,000				
1.045 Restricted Federal Grants-in-Aid SFSF	0	85,050	102,638	0.0%	60,812					
1.050 Property Tax Allocation	4,014,812	4,558,235	4,590,045	7.1%	3,747,271	3,339,194	3,343,328	3,360,044	3,360,044	
1.060 All Other Revenues	398,836	405,826	353,282	-5.6%	400,000	400,000	450,000	500,000	525,000	
1.070 Total Revenues	29,990,889	31,848,711	31,294,759	2.2%	30,986,318	29,976,794	30,052,928	30,219,644	30,494,644	
Other Financing Sources										
2.010 Proceeds from Sale of Notes	0	0	0	0.0%						
2.020 State Emergency Loans and Advancements (Approved)	0	0	0	0.0%						
2.040 Operating Transfers-In	0	0	0	0.0%						
2.050 Advances-In				0.0%						
2.060 All Other Financing Sources	24,765	60,002	849,974	729.4%	1,170,508	1,167,684	1,167,684	583,842		
2.070 Total Other Financing Sources	541,101	60,002	849,974	613.8%	1,170,508	1,167,684	1,167,684	583,842		
2.080 Total Revenues and Other Financing Sources	30,531,990	31,908,713	32,144,733	2.6%	32,156,826	31,144,478	31,220,612	30,803,486	30,494,644	
Expenditures										
3.010 Personal Services	18,121,619	18,665,589	19,251,645	3.1%	19,203,975	19,364,655	20,096,546	20,842,663	21,603,389	
3.020 Employees' Retirement/Insurance Benefits	6,588,540	7,263,004	7,063,498	3.7%	7,057,075	7,277,001	8,070,772	8,214,859	8,346,063	
3.030 Purchased Services	3,456,342	3,539,396	3,232,742	-3.1%	3,567,784	3,587,568	3,767,196	3,955,806	4,153,846	
3.040 Supplies and Materials	752,592	784,094	687,816	-4.0%	724,873	775,871	814,665	855,398	855,398	
3.050 Capital Outlay	113,095	241,508	230,959	54.6%	374,982	129,000	129,000	129,000	129,000	
3.060 Intergovernmental	0	0	0	0.0%						
Debt Service:										
4.010 Principal-All (Historical Only)	40,000	40,000	40,000	0.0%	40,000	40,000	40,000	20,000	20,000	
4.020 Principal-Notes	0	0	0	0.0%						
4.030 Principal-State Loans	0	0	0	0.0%						
4.040 Principal-State Advancements	0	0	0	0.0%						
4.050 Principal-HB 264 Loans	0	0	0	0.0%						
4.055 Principal-Other	0	0	0	0.0%						
4.060 Interest and Fiscal Charges	0	0	0	0.0%		2,400	1,200			
4.300 Other Objects	509,997	586,866	526,590	2.4%	640,943	632,378	695,616	765,178	841,695	
4.500 Total Expenditures	29,582,185	31,120,457	31,033,250	2.5%	31,609,632	31,808,873	33,614,995	34,782,904	35,949,391	
Other Financing Uses										
5.010 Operating Transfers-Out	32,000	213,118	37,791	241.9%	30,000	30,000	30,000	30,000	30,000	
5.020 Advances-Out	0	0	0	0.0%						
5.030 All Other Financing Uses	2,000	0	0	0.0%						
5.040 Total Other Financing Uses	34,000	213,118	37,791	222.3%	30,000	30,000	30,000	30,000	30,000	
5.050 Total Expenditures and Other Financing Uses	29,616,185	31,333,575	31,071,041	2.5%	31,639,632	31,838,873	33,644,995	34,812,904	35,979,391	
6.010 Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	915,805	575,138	1,073,692	24.7%	517,194	(694,395)	(2,424,383)	(4,009,418)	(5,484,747)	

EXHIBIT D

	Actual				Average Change	Forecasted				
	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011			Fiscal Year 2012	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016
7.010 Cash Balance July 1 - Excluding Proposed Renewal/Replacement and New Levies	260,803	660,274	1,235,412	120.1%	2,309,104	2,826,298	2,131,904	(292,479)	(4,301,897)	
7.020 Cash Balance June 30	660,274	1,235,412	2,309,104	87.0%	2,826,298	2,131,904	(292,479)	(4,301,897)	(9,786,644)	
8.010 Estimated Encumbrances June 30	319,893	378,593	380,853	9.5%	600,000	650,000	650,000	650,000	650,000	
Reservation of Fund Balance										
9.010 Textbooks and Instructional Materials				0.0%						
9.020 Capital Improvements				0.0%						
9.030 Budget Reserve				0.0%						
9.040 DPIA				0.0%						
9.050 Debt Service				0.0%						
9.060 Property Tax Advances				0.0%						
9.070 Bus Purchases				0.0%						
9.080 Subtotal	0	0	0	0.0%						
10.010 Fund Balance June 30 for Certification of Appropriations	340,381	856,819	1,928,251	138.4%	2,226,298	1,481,904	(942,479)	(4,951,897)	(10,436,644)	
Revenue from Replacement/Renewal Levies										
11.010 Income Tax - Renewal	0			0.0%						
11.020 Property Tax - Renewal or Replacement	0	0		0.0%						
11.300 Cumulative Balance of Replacement/Renewal Levies	0	0	0	0.0%						
12.010 Fund Balance June 30 for Certification of Contracts, Salary Schedules and Other Obligations	340,381	856,819	1,928,251	138.4%	2,226,298	1,481,904	(942,479)	(4,951,897)	(10,436,644)	
Revenue from New Levies										
13.010 Income Tax - New				0.0%						
13.020 Property Tax - New				0.0%		1,729,700	3,459,400	3,459,400	3,459,400	
13.030 Cumulative Balance of New Levies	0	0	0	0.0%		1,729,700	5,189,100	8,648,500	12,107,900	
14.010 Revenue from Future State Advancements				0.0%						
15.010 Unreserved Fund Balance June 30	340,381	856,819	1,928,251	138.4%	2,226,298	3,211,604	4,246,621	3,696,603	1,671,256	

See accompanying summary of significant forecast assumptions and accounting policies
Includes: General fund, Emergency Levy fund, DPIA fund, Textbook fund and any portion of Debt Service fund related to General fund debt

FOR APPROVAL AT BOE MTG. ON 5/17/12

**Rocky River City School District
IRN 044701
Greg R. Markus, CPA, Treasurer/CFO
May 2012 Five-Year Forecast Update**

Approved at the May 17, 2012 Regular Board Meeting of the Rocky River Board of Education, Res. # _____

General Background/Assumptions:

Local Property Tax Revenue:

Since the District receives approximately 91% of its revenue for the General Operating Fund from local property taxes and related state subsidies, the key assumptions for revenue rest with property tax revenue.

- The District is currently in the fourth year of what has historically been a three-year levy cycle. The Board of Education made a calculated decision to extend this levy cycle to four years due to the negative condition of the economy and instructed the administration to ensure that this could be done with only moderate cuts to the current educational program. The voters approved a continuous operating levy of 5.9 mills in March 2008 to be used for continuing operations of the District. This levy was estimated to generate approximately \$4.3M (now \$4.16M after the property value reduction described below) for a full year of collection and is included in the revenue estimates contained in this forecast. FY 10 represented the first full fiscal year collection on the new levy since property taxes are assessed and collected on a calendar year (January – December) basis versus a school district's fiscal year of July - June.
- The Board of Education placed a 5.9 mill levy on the ballot in December 2011 for the March 2012 primary election in order to continue the current programming and expand some offerings in certain areas for another three – four year cycle. That request was defeated by the voters by a very slim margin. In light of this failure, the Board of Education is proceeding with a plan to place a 4.9 mill operating levy on the November ballot for consideration. This reduced millage coupled with some additional budget reductions is planned to provide needed operating revenue for the District for an additional three - four years.
- Cuyahoga County finalized its most recent reappraisal of all real property within the County as of December 2006. This process is required to be performed every six years per Ohio Revised Code Section 5715.33. The new values for Cuyahoga County are for the 2006 tax (calendar) year that became

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the taxable values used to calculate real estate tax bills starting in January 2007. In between required appraisals, Counties are required to perform an update of those values based on factors relevant to real property values at the time of the update (e.g. actual sales). The most recent update was recently completed and certified in December 2009 and became effective in January 2010. The next reappraisal is scheduled to be completed and certified by December 2012 for a January 2013 effective date. As of the date of this forecast draft, there has been no official indication of how values in the District may fare, but expectations are that we should see no change to a very slight increase overall in residential property values. Overall commercial property values are still in question and cannot be anticipated with any reasonable level of accuracy at this time.

- Because House Bill 920 effectively freezes revenue for the vast majority of the real property tax millage that is collected by a School District to the amount that was calculated at the time the millage was approved by the voters, The Rocky River Schools will not see an increase in real property tax revenue from any increase in taxable value for most of the millage that we collect. The only increases in revenue from an increase in existing property tax values would be from the statutory inside millage that the District collects, which is minimal as compared to the outside (i.e. voted) millage. Conversely, since House Bill 920 rules do not apply to inside millage, if property values experience an overall decrease the District would experience a decrease in revenue. The District currently collects on 37.82 effective mills in its General Fund for *residential* real estate vs. 73.6 voted mills. The District currently collects on 51.27 effective mills in its General Fund for *commercial* real estate vs. the same 73.6 voted mills.
- Tangible personal property tax revenue has continued to phase out per Ohio H.B. 66 signed into law by the Governor effective 7/1/05. Only telephone personal property remained taxable through fiscal year 2011 (12/31/10), after which time no tangible personal property is taxable per current law.
- H.B. 66 included a "hold harmless" provision for school districts to receive full reimbursement of "base year" valuation (i.e. tax year 2004) losses attributed to the elimination of this tax revenue source through fiscal year 2010. H.B. 1 signed into law by the Governor as of July 1, 2009 included a provision to extend the full (100%) reimbursement of "base year" valuation losses through fiscal year 2013. *However, the revenue guarantee through fiscal 2013 was eliminated upon the adoption of Amended Substitute H.B. 153 that was signed into law on June 30, 2011. These "hold harmless" payments phase out over two years beginning in fiscal 2012 and will be completely eliminated by fiscal 2013. This represents a loss to the District of \$1.069M based on previously forecasted amounts (\$623K immediate loss in fiscal 2012 with the additional \$446K taking effect in fiscal 2013).*

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- Since the District does not receive state share (i.e. “per-pupil formula”) funding, we have been receiving these “hold harmless” reimbursements as direct payments from the state and will continue to do so through fiscal 2012. These replacement payments have been reflected on line 1.050 of this forecast.
- The exempt personal property tax reimbursement that was formerly received from the State of Ohio was phased out as of FY 2010. During FY 2009, the amount of this subsidy was down to \$31,567.
- In addition, Per H.B. 153, public utility deregulation reimbursements that were being received from the State of Ohio as of fiscal 2011 as a result of Senate Bills 3 & 287 that commenced in Feb. 2002 *will no longer be received starting in fiscal 2012. These reimbursements were in the form of direct payments amounting to \$192,755 per year.*
- **In summary, Amended Substitute H.B. 153 as adopted into law will phase out the District’s personal property tax reimbursement and the utility deregulation/SB3/KwH tax reimbursement revenue sources by fiscal year 2013. The impact on the District’s revenues is a reduction of over \$815,236 for fiscal year 2012 and an *additional* \$445,684 in fiscal year 2013. The total reduction of revenue for the four-year period of fiscal 12 – fiscal 15 is \$3,465,908 over what was estimated based on previous law. In FY 16, an additional \$506,206 has been lost over what was previously projected.**

State of Ohio and Federal Stimulus Revenue:

- The district realized a reduction of 1% in its “guaranteed” revenue from the state of Ohio (called foundation revenue, as reported on line 1.035, and included the state fiscal stabilization funding from line 1.045 as well) from FY 2009 levels in FY 2010. For FY 11, this line came in just slightly below the FY 10 level per House Bill 1 as part of the Ohio Evidenced Based Model (OEBM) that was being used to provide state support to schools through FY 2011. H.B. 153 contained provisions that would have reduced this funding source by 20% for fiscal year 2012 and then flat lined the revenue for fiscal year 2013, but the Senate version of this bill was changed and all Districts were guaranteed funding equal to that received in FY 11 from the foundation formula (including guarantees). It also included a small additional amount of revenue for “high performing districts”. This amounted to just over \$44K for fiscal 2012 and is expected to continue through fiscal 2013. The final version of H.B. 153 as approved by the House/Senate Conference Committee accepted this provision in the final version of the bill ultimately approved by the Governor.

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- Because Rocky River is considered to have a strong and relatively wealthy tax base, the state of Ohio provides minimal funding per student and some additional funding for special education, preschool education and pupil transportation. None of this state support covers any substantive amount of these program costs. The majority of the costs are paid by the citizens of the community through their property tax support. H.B. 153 as passed into law did not reduce the small amount of special education, preschool and transportation funding that the District is expected to receive over the next biennium.
- Line 1.040 includes funding received from the State of Ohio that is restricted to be used for the programs for which the money is earmarked. For FY 2011, this line included \$95,683 from the State's catastrophic aide reimbursement appropriation for certain special education expenditures above specific thresholds. Although the eligibility requirements remained the same for this funding source for the most recently completed biennium (2010 & 2011), the state-wide appropriation for this funding was cut in half, therefore causing the District to realize about half of the funding in FY's 10 and 11 that we received for these purposes in FY 09. Further, the reimbursement is allocated proportionately based on the total dollar amount submitted by all Districts throughout the State. Since H.B. 153 as adopted did not alter this funding source, this forecast assumes that this revenue source will remain at the reduced FY 2010 levels.
- Line 1.045 includes amounts received through the State from the State Fiscal Stabilization Fund as authorized by the American Recovery and Reinvestment Act (ARRA), aka the "federal stimulus bill". This funding was scheduled to be received only in FY's 10 and 11 per the applicable federal legislation and was not reauthorized for FY 12 and beyond.
- The District did receive an allocation from the federal Education Jobs Fund that is required to be included in a school district's five-year financial forecast. The fund is included with the general fund because the grant resources are used only for compensation and benefits and other expenses such as support services necessary to retain existing employees, to recall or rehire former employees, and to hire new employees, in order to provide early childhood, elementary, or secondary educational and related services, which are typically paid from the general fund. Whether the grant resources are used entirely in fiscal year 2011 or over two fiscal years (2011 and 2012) is a decision of the Board of Education. Once the grant resources are expended, the employees' compensation and benefits may revert to the general fund or the positions may be terminated. The District utilized these funds in FY 2012 to fund a significant portion of a gifted education coordinator since the District did not have the subsidy for this position funded through the Cuyahoga County Educational Service Center due to funding cuts that took effect in FY 2012.

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Other Local Revenue:

- Local revenue makes up approximately 1.3% of total revenue. This local revenue is primarily investment revenue, rentals, student and other fees.

Other Financing Sources

- Other financing sources make up approximately 3.7% of total revenue and are mostly comprised of federal subsidies from interest rebates on Qualified School Construction Bonds (QSCBs) and Build America Bonds (BABs) that the District has earmarked for the General Fund (see a more detailed explanation of these rebates below).

Expenditures:

As is typical for school districts throughout the state, salaries and benefits comprise 83% of the District's operating expenditures. Key assumptions regarding salaries and fringe benefits are as follows:

Salaries:

- In March 2011, the District and both bargaining units agreed to a two-year contract for FY's 2012 and 2013 that does not include any base salary increases (only step increases). These agreements also called for significant concessions in health care that are explained in detail under the "Fringe Benefits" section that follows. These provisions also apply to all non-bargaining employees of the District.
- Overall staffing levels during the life of this forecast are assumed to be static overall, but may need to move up or down based upon enrollment, class sizes, special needs and additional fiscal restrictions. Attrition and only selected replacement due to retirements and resignations will be managed to keep salary levels in line with projections and allow for additional staffing needs in specific areas as appropriate. Additionally, targeted reductions in instructional and non-instructional personnel have already been executed for fiscal year 2012 and additional reductions are planned for fiscal 2013 as explained below. The all-day-kindergarten mandate that was a part of state law in 2011 has been repealed by recent legislation and the District does not plan to institute this program due to fiscal constraints.

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Fringe Benefits:

- Fringe benefits are primarily composed of retirement system payments and health insurance benefits, but also include payments to the State Workers Compensation Fund and other employee-related items.
- Retirement Payments - Retirement payments are required by state law to be paid. The employer pays 14% of the employees' earnings to one of two state retirement systems. Retirement costs are projected to increase or decrease consistent with salary costs.
- Health Insurance - Employee health insurance costs are expected to increase moderately to significantly during the life of this forecast based on actual claim activity, but will be mitigated significantly as compared to prior years based on the plan design change negotiated as part of the 2008 and 2011 bargaining unit agreements. The 2008 plan design changes affected the cost structure of the health insurance plan offered by the District that called for premium contributions from all employees of 3% in fiscal year 2011 (more for part-time employees based on their percentage of time worked) and a co-insurance amount of 10% of eligible claim charges with maximum out-of-pocket limits along with increased co-pays for prescription drugs. The latest provisions agreed to in March of 2011 (effective July 1, 2011) will require employees to pay 11% of the premium cost of health insurance; require working and retired spouses who are eligible for health care through their employer or retirement plan and meet minimum work-related requirements to become primarily covered under those plans; and increase prescription co-pay levels significantly. These health insurance changes are expected to reduce the District's projected expenditures over the two-year agreement term by approximately \$1.6M.
- Starting in fiscal year 2011 the District is funding employee health care through the Suburban Health Consortium. The Suburban Health Consortium (the "Consortium") is a legally separate entity organized under Ohio Revised Code Section 9.833. The Consortium was established on October 1, 2001, formed by the Boards of Education of several school districts in northeast Ohio, for the purposes of maximizing benefits and/or reducing costs of group health, life, dental and/or other insurance coverage for their employees and the eligible dependents and designated beneficiaries of such employees. It is the District's expectation that this funding arrangement will help smooth out and even contain the expected increases in this area going forward based upon the Consortium's history, despite having to fund an equity reserve "buy-in" over the initial five years of our membership.

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Other Expenditure areas:

The remaining 17% of expenditures consist of Purchased Services, Supplies and Textbooks, Equipment (Capital Outlay), Other Objects and Transfers.

- Purchased Services - increases were incurred in 2009 as compared to the 2008 amount. Large sustained increases in electricity, natural gas and water utilities could potentially drive this expenditure area higher than expected, although as of May 2009 these expenditure areas appear to have stabilized somewhat. These obligations include virtually all utilities and student contracted services (i.e. vocational/career technical education and special education tuition to other districts) required by statute or need. In addition, capital lease expenditures for the upgrading of the District's technology that occurred in FY 09 are included in this area and are expected to continue through the end of this forecast.

Payment of the preliminary billing for the District's 2006-2007 school year vocational education participation was deferred until FY 08 to help ensure a positive ending General Fund balance for FY 07 to comply with state law. Deferral of all of the FY 08 payment(s) for such services was necessary again in FY 09 based on projections. This actual amount paid under this line reflected a one-time "catch-up" payment in FY 10 so that the majority of this annual expenditure will be paid in the year the services were incurred.

Starting in FY 11, this area was assumed to increase slightly for utility costs and general inflation in this area (less adjustment downward from FY 10 to account for the one-time vocational education catch-up payment mentioned previously).

Community school payments are also included in this line and have averaged approximately \$120K per year and are assumed to continue near this level throughout this forecast. If school choice options are expanded as is currently being proposed through H.B. 136, there is a possibility that these types of payments (whether to charter and/or non-public schools and potentially individual accounts) may increase moderately to substantially during this forecast period. At this time, this bill is currently "on hold" and is being reviewed by its sponsor and others in the legislature. The actual financial impact to the District is unknown since this bill has not become law, but it is projected that the District could lose its entire basic state foundation funding of approximately \$1.1M. More information will be made available as the House and Senate deliberate further on this bill.

- Supplies - These supplies are primarily student textbooks, computer software, supplemental materials, supplies for buildings and buses and library materials. This category increased substantially for FY 09 to allow for continued

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program needs and textbook replacements and to replace funds that have been cut from building/departmental budgets since FY 06 due to the District's fiscal situation. For FY 2011, this area decreased from the FY 2010 level, but is expected to increase by 5.4% for FY 12 and will then assume an increase of 5% per year through the end of this forecast to account for inflation and additional textbook and other necessary instructional supply needs from year to year.

- Capital Outlay - Primarily equipment for classrooms (computers, audio-visual) and replacement of district maintenance and transportation equipment. This category increased from prior levels starting in FY 08 and continued through fiscal year 2010. For FY's 2008 - 2010, the District covered a large portion of its capital expenditures out of the construction settlement funds contained in the District's Permanent Improvement Fund as well as additional funding available in that fund. Since the carryover balance from the construction settlement is now depleted, capital spending has shifted back to the General Fund to some degree for maintenance of the District's educational program and operations. We saw a slight decrease in FY 11, after which the amount is expected to incur an increase in FY 2012 due to the continued replacement of student and staff computer technology. It was previously projected that this line would increase again starting in FY 13 and would continue forward moderately above the FY 13 level due to the planned implementation of Google Chromebooks for grades 6 – 12, but due to the recent levy failure, the District has decided to put this initiative on hold for the time being. It will be considered again, on a reduced scale, if a 4.9 mill operating levy request is successful in November of 2012. This forecast also assumes that much of the major capital purchasing needs of the District (i.e. building and infrastructure improvements) will come from the proceeds of a bond issue that was passed at the May 4, 2010 primary election.
- Other - The largest portion of this amount is collection fees paid to the Cuyahoga County Auditor and Treasurer for collection of property taxes and to the State of Ohio for the District's required annual financial and compliance audit. These fees are set by state law and/or administrative code. The property tax collection fees are in proportion to property tax collections. They also include election expenses that every governmental entity is statutorily required to pay as well as fees related to the County land bank and tax anticipation note programs. A 21% increase is expected in FY 12 mainly due to increased county fiscal fees increasing on account of a significant increase in delinquent tax collections. This line is expected to stabilize in FY 13 and increase by 10% starting in FY 14.
- Debt Repayment - In fiscal 2004 the district borrowed \$385,000 from the unobligated portion of its Bond Retirement Fund for stadium improvements. The bonds are to be repaid over a ten year period from the General Operating

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Fund. Scheduled principal and interest payments for the forecast are as shown.

- Estimated Encumbrances (line 8.010) - The amounts contained on this line represent contractual and other purchase commitments that existed or are anticipated to exist at June 30 of each year. This amount cannot be more than the ending cash balance as contained on line 7.020 in order to be in compliance with state law governing public entity expenditures. In most instances, these amounts will be expended in the subsequent year. This amount was significantly lower than the District's historical average at the end of FY 08 in order to be in compliance with state budgetary law. This amount increased moderately in FY 09 vs. FY 08 to account for additional commitments carried over from FY 08 and then continue closer to historical averages throughout the remainder of this forecast. The District routinely reviews any purchasing commitments in June of each year and will cancel any that are no longer needed or applicable. Additionally, the District will have to plan to cancel any outstanding commitments to be in compliance with Ohio law governing public entity expenditures, if necessary.

Update/review of fiscal years 2008 - 2010 and key detailed assumptions used in preparing the District's Five-Year Forecast through FY 2016.

Review of FY's 2008 - 2010:

- The District had estimated that it would end FY 08 with a deficit of approximately \$1M (when taking into account the deferral of the District's vocational technical district billing from the Lakewood City Schools to FY 09) unless corrective action was taken. This situation would have placed the District in non-compliance with State budgetary law and could put the District at risk of fiscal oversight (fiscal caution or watch) by the State of Ohio.
- In order to avoid this situation and to ensure that the District would be able to fund the final payroll of the fiscal year on June 27, 2008, the District was forced to take the following actions:
 - 1) Continued to defer payment of the Vocational Technical District billing from Lakewood to FY 09 (approx. \$400K)
 - 2) Obtained approval from Medical Mutual to defer the June insurance premium billing to July of 2008 (approx. \$230K)
 - 3) Eliminated/delayed encumbrances for any supplies and services wherever possible that would otherwise be outstanding as of

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6/30/08 and encumber and pay any of these obligations that are critically needed into FY 09, therefore effectively increasing the District's General Fund appropriation for FY 09 (mainly out-of-district tuition of approximately \$200K - \$300K)

- 4) Shifted eligible capital expenditures from the General Fund to the District's Permanent Improvement (PI) fund, effectively reducing the amount available in the PI fund for future capital and building needs (approximately \$30K)

The District's administration, with clear communication with and approval from the Board of Education, planned for the events outlined above and planned to be in compliance with state budgetary law. This plan played out as planned producing a very minimal ending actual unencumbered balance for FY 08.

- FY 09 saw the District recover somewhat from the fiscal issues that have been prevalent starting back in FY 05.
- By 6/30/09, the only expenditures/liabilities that were deferred to FY 10 was a billing of approximately \$320K for the Vocational Technical District billing from Lakewood as well as \$181K for a contingent premium originally due to the District's health insurer in FY 09 that was above the amount budgeted for such purposes. These items amount to a total of \$501K.
- No other significant expenditure items were deferred into FY 10 or beyond and the District had budgeted for the complete payoff of these carryover liabilities to be paid during FY 10 and had in fact paid off those liabilities by 6/30/10.

FY's 12 – 16:

Revenue:

- Property tax revenue (and related property tax allocation) increased in FY 10 due to full-year collection of the 5.9 mill continuing operating levy passed in May 2008. The original estimated full-year collection for this levy was \$4.3M, but based on the triennial update of property values that occurred in December 2009 as certified by the Cuyahoga County Auditor, residential values within Rocky River were *reduced* by 5%. This is anticipated to cause an annual decrease of \$181K to this estimate. Further, the 5% reduction in residential property values caused an additional loss of revenue from the inside millage portion of our tax rate of \$140K annually. The initial annual total loss of \$321K was realized by the District over two fiscal years (FY's 10 and 11) since the reduced property values did not take effect until 1/1/2010. As a point of reference, the District had originally estimated no change (flat)

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in residential and commercial values based on information that was available from the County Auditor back in October of 2008.

- The District's property tax revenue is also subjected to reductions based on delinquent taxes as well as challenges to reduce the County Auditor's value of property, which further contributed to a loss of property tax revenue in fiscal year 2011 as compared to fiscal year 2010. Based on these trends and what was estimated by the County Budget Commission as of February 28, 2011, a further reduction was assumed for fiscal year 2012 of \$181K.
- In March of 2012, the District received its first half 2011 (collection 2012) property tax settlement and delinquent tax advance, which included the proceeds of a tax lien sale. The amount collected was \$678K *above estimates* for FY 12 and approximately \$500K above actual delinquent collections as compared to first half 2010 (collection 2011) amounts. Based on discussions with the county and a review of this situation by an independent fiscal consultant, it was determined that this is most likely a one-time increase due to improving fiscal conditions generally as well as improved collection efforts by the new County Fiscal Officer and is not expected to continue in subsequent years.
- Thereafter, very modest increases are estimated based on new construction, net of Board of Revision losses and collection of delinquent taxes. These estimates are subject to revision by the County Budget Commission each year based on an updated fiscal year Schedule A. As of the date of this forecast draft, we have not yet received an updated fiscal Schedule A from the County. Further, we are awaiting the results of the 2012 reappraisal and its potential impact on Board of Revision reduction filings in addition to the normal reduction filings that we would expect to see every year.
- Beginning in FY 16, the District is expected to begin recapturing a portion of lost revenue as a result of the seven-year Westgate property tax abatement. Because the abatement was phased-in starting in tax year 2007 (2008 collection year) with most occurring in tax year 2008 and some in 2009, we will not see any significant revenue until our FY 2016. Westgate is still the District's single largest taxpayer when all parcels of the Westgate property are taken into account. This property is mainly located within the City of Fairview Park but within the District boundaries. This forecast assumes an increase of \$150,000 in property tax revenue in FY 2016 related to the end of this tax abatement.
- As mentioned previously, the tangible personal and some former public utility revenue sources are being phased out completely after FY 11. Only certain *tangible public utility* property is set in current law to remain taxable in FY 12 and beyond. The state subsidy used to replace this revenue source is being

FOR APPROVAL AT BOE MTG. ON 5/17/12

completely eliminated by fiscal year 2013 based on the passage of Amended Substitute H.B. 153 as explained previously.

- State unrestricted grants-in-aid are expected to remain consistent with the FY 2012 amount based on Amended Substitute House Bill 153 as explained previously. We are assuming this source will continue to flat line in FY 13 and continue for the length of this forecast. However, depending on what comes out of the current study and discussion at the state level regarding a new school funding formula, this could change starting with the next biennium beginning in FY 14, including the elimination of the “guarantee” that the District has received for several years under various legislation.
- State restricted grants-in-aid reflected a reduction of 57% for FY 10 vs. FY 09 based on the fact that the State has reduced their appropriation for catastrophic aid reimbursement by approximately this same percentage. This amount is also capped by a statewide appropriation level since the State has historically received a significantly larger amount of claims from school districts than they have appropriations from which to fund these reimbursements. For FY’s 12 and 13, it is assumed that the FY 10 amount will be received. Starting in FY 14, this forecast assumes that this funding source will not be continued in its current form as a separate and distinct revenue source upon commencement of the new biennium.
- Federal restricted grants-in-aid (line 1.045) continued in FY 2011 through funding received from the State Fiscal Stabilization Fund mentioned previously, but will end starting in FY 2012. During FY 2012, the District is expecting funding in the amount of \$60,812 from the federal Education Jobs legislation, but is not expecting additional funding from the program after fiscal year 2012 since it has not been reauthorized.
- Other Revenue (line 1.060) is expected to flat line in FY 13 and then increase moderately through FY 16 based on small and consistent increases in investment income due to an anticipated slight uptick in investment yields and investable cash, additional revenue from tax exempt bond proceeds available to invest over FY’s 2011 - 2013 as well as additional revenue anticipated from new and existing cell phone tower leases and other miscellaneous revenue sources. If investment returns recover to pre-2009 levels, this line could show significant growth on a percentage basis.
- All Other Financing Sources (line 2.060) consists mainly of interest rebates from the federal government from interest that the District will be paying on Qualified School Construction Bonds (QSCBs) and Build America Bonds (BABs) that the Board of Education has earmarked for receipt to the General Fund as allowable by current federal regulations for four full calendar years (over five fiscal years) in order to sustain the District’s operations and allow for the delay of the next request for new operating money for one year. This

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additional revenue source is expected to end with the first of two payments scheduled in FY 15 and revert to the bond retirement fund for debt service payment purposes.

Expenditures:

- Salary and wages include step increases for education and experience only starting in FY 2012. No overall base salary increase are included in these estimates starting in fiscal year 2012 based on the two-year agreements approved in March 2011. Anticipated salary increments have been assumed starting in FY 14 through the end of this forecast, but are subject to future personnel changes and future labor negotiations.
- For FY 10, this forecast reflected a reduction of non-instructional aides in the amount of 1.96 full-time-equivalent (FTE) positions as a cost-saving measure that will not negatively impact the District's educational program in a significant manner. This forecast also reflects a reduction in the following FTE's for FY 11: Interpreters/Tutors – 1.90, High School Media Specialists - 1.0 High School Special Education Coordinator – 1.0. The duties previously performed by these employees were reassigned to existing staff members. For FY 12, the personnel FTE reductions are as follows: Social Worker - .75, Print Shop Employee - .25; Secretarial Position – 1.0; Special Education Tutor - .94; Facilities/Custodial Positions – .47; Educational Aide - .84. An internal administrative reassignment plan was also put in place that replaced an Asst. High School Principal position with an administrative intern from the teacher ranks and reassign current administrators to various positions within the District saving a total of approximately \$50,000 per year.
- Starting in FY 13, personnel and program changes totaling approximately \$167K have been reflected in this forecast as follows: Reductions of teaching positions to reflect student enrollment, supplemental contracts, secretarial time, custodian, lunch monitor, substitutes and institute transportation service changes/reductions and substitute scheduling software. Additionally, a decision has been made to employ a part-time food service director for a savings of approximately \$18K that will be saved within the Food Service Fund. The total savings expected from these reductions and changes is \$185K annually.
- This forecast included the addition of a full-time gifted coordinator in FY 12 in the additional amount of \$98K to replace the position that was previously being provided through a contract with the Educational Services Center of Cuyahoga County. The reason for adding this position to the District's payroll is that current funding for this position that subsidizes some of this

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cost will not be available any longer starting in FY 12 and the District's current student and staff population calls for a need for additional time from this position. The federal Education Jobs funding mentioned previously covers approximately \$60K of this cost in FY 12, but is not authorized to continue thereafter. This forecast also included the addition of one additional full-time high school mathematics teacher and one full-time special education teacher in FY 12 each due to state core curriculum and IEP requirements. In order to defray a significant portion of the cost of the special education teacher, a special education tutor position was eliminated.

- For FY 11, this forecast assumed the use of the second half of the one-time federal stimulus funding being made available to the District through the federal IDEA-B grant program to supplant mainly purchased services expenditures related to the special education area such as out-of-district tuition. A portion of these expenditures are assumed to be picked back up by the General Fund for FY's 12 – 16. It is anticipated that the two teaching positions that were paid from these funds in FY 11 will be picked up by a corresponding federal grant in FY 12. The District is currently in the process of implementing a medicaid-eligible tracking service which is expected to yield a reimbursement of various medicaid-related costs. It is too soon to determine how much reimbursement will be garnered by this system, so no additional revenue/net reductions of costs have been assumed in this forecast.
- This forecast reflects 18 certificated staff member retirements (including one administrator) during FY 11. Severance pay and retirement credit purchase cost estimates that are payable starting in FY 12 have been included in this forecast for such retirements as well as the related savings that will be realized by hiring replacement personnel at lower salary levels. Very few retirements are expected over the remaining years of this forecast, so no additional cost or savings have been assumed outside of current salary costs. Further, the new teacher bargaining agreement no longer contains a retirement credit purchase option.
- Employees' Retirement/Insurance Benefits are expected to increase based on salary increases and health insurance increases. Rates have been set for FY 12 causing the District to incur a 12% rate increase in health premiums as of October 1, 2011, based on funding rates set on its current health insurance arrangement through the Suburban Health Consortium. For FY 13, the District is expected to see a much lower increase than originally anticipated due to a rate recalibration process that was recently undertaken by the Suburban Health Consortium, saving the District approximately \$300K for FY 13. This forecast assumes a 15% increase in the District's current funding rates through FY 2015 based on current trending and preliminary expectations of increased insurance costs based on the requirements of the recently passed federal legislation affecting most insurance plans. For FY 16, the assumption is a smaller increase closer to current national trending of 8-9%, the termination

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of the Consortium's equity reserve "buy-in", and some savings assumed for cost containment and cost sharing measures that are expected to take effect by then (e.g. increased employee cost sharing, plan design modifications, impact of wellness initiatives, etc.). The District is hopeful that now as a member of the Consortium, we will experience an "evening-out" of medical insurance increases over the next several years to stay within or below these estimates. This would be in spite of having to fund the equity reserve "buy-in" over five years mentioned previously at \$14,971 per month.

- Additionally, costs associated with the retirement incentive program will be completely eliminated starting with FY 15.
- Purchased services are expected to increase moderately mainly because of assumed increases in special education tuition costs and certain utility rates/usage through FY 16. FY 12 saw this line increase approximately 10% due to higher special education tuition costs and the addition of a School Resource Officer in the high school. FY 13 assumes a leveling out in this area since it is assumed that no new lease-purchase agreements for technology will be entered into in FY 13 due to the recent levy failure and special education tuition will stabilize somewhat for the 12/13 school year.

The increases expected in this area have been mitigated by the fact that the District entered recently entered into a cooperative electricity purchasing agreement starting in June 2011 at a fixed price through May 2014 through the Power4Schools program administered by the Ohio School Council, Ohio Association of School Business Officials and Ohio School Boards Association that continues the reduction of electricity generation costs by over 20% as well as receiving an additional discount on the distribution portion of our electric billing based on the outcome of the recent PUCO FirstEnergy rate case. Further, natural gas rates have actually decreased over prior levels which helped control costs during FY 11, but it is not assumed that these levels will continue.

Also, as mentioned earlier in these assumptions, Community School payments have averaged close to \$120K over the past several years and are assumed to continue near this level throughout this forecast. However, these types of payments could increase if school choice options are expanded through the state legislature as contained in H.B. 136.

- Supplies and materials are projected to increase by 5% each year starting in FY 13 to keep pace with inflation and provide for needed instructional materials.
- Capital Outlay (Equipment/Building) is budgeted to increase in FY 12 due to the continued replacement of student and staff computer technology. Starting in FY 13, It was assumed that this line would increase and would continue

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forward moderately above the FY 13 level due to the planned implementation of Google Chromebooks for grades 6 – 12, but due to the recent levy failure, the District has decided to put this initiative on hold for the time being as mentioned previously. It will be considered again, on a reduced scale, if a 4.9 mill operating levy request is successful in November of 2012. Also, the District will be funding major building and infrastructure improvements along with purchasing much needed equipment with bond issue funds as previously mentioned as well as utilizing various lease/purchase transactions to purchase educational technology (for which the outlay is reflected in line 3.030) in addition to some minimal Permanent Improvement Fund dollars.

- The Other Objects (line 4.300) spiked in FY 12 due to higher than normal county fiscal fees related to increased delinquent tax collections. This line is assumed to level out in FY 13 and then increase by 10% annually for FY 14 and beyond, mainly due to county and state property tax and related collection fees and general inflation for other items such as liability insurance.
- Debt Repayment (lines 4.055 and 4.060) is budgeted per the payback schedule for manuscript bonds issued in fiscal 2004 when the District borrowed \$385,000 from the unobligated portion of its Bond Retirement Fund for stadium improvements. The bonds were to be repaid over a ten year period from the General Operating Fund. Scheduled principal and interest payments for the forecast are as shown. At such time that the District needs to replace the artificial turf field that was a major component of the 2004 stadium improvements, it may be advantageous to issue new manuscript debt to fund that venture. This is anticipated to be needed in FY 14 with repayment of borrowing beginning in FY 15, so \$20K per year is assumed to be the debt service through the end of the forecast period.
- Transfers of \$213,118 were made in FY 10 to mainly cover a deficit in the District's Adult and Community Education program in the amount of \$124,926 that had developed over several years as well as a deficit in the District's student activity funds of approximately \$86,000. The District administration had reviewed the Adult and Community Education program as of June 2008 and decided to recommend the discontinuation of this program due to financial reasons. The Board of Education approved this recommendation, so this program no longer existed starting in FY 09. In FY 11 a transfer in the amount of \$37,791 was necessary. This forecast assumes \$30K per year starting in FY 12 to subsidize the student activity funds. Based on individual negative beginning balances within the Student Activity/Athletic funds (USAS Fund 300), it may be necessary to increase this transfer amount in a given year.
- Delay/postpone three-year initiatives in the amount of \$1,452,000 – New/expanded course offerings, foreign language, International Baccalaureate consortium, technology, textbooks, music instruments, fitness equipment,

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school bus replacement.

IN SUMMARY:

During the past several years, the Rocky River City School District's finances have been through as tough a time as they have ever experienced in recent memory. With the passage of a 5.9 continuing operating levy and continuing cost containment and reduction efforts, the District regained some financial stability in the second half of FY 09 and into the beginning of FY 10. However, due to the local and national economic situation that has affected property tax collections in the form of higher levels of delinquencies, a reduced residential property tax base and corresponding loss of revenue, tax abatement on commercial property beyond the District's control, significant increases in health insurance premiums and the recent erosion of state funding support, the District has continued to face challenging times financially. The recent uptick in the economy (e.g. improved tax collections), although muted, is a sign that conditions might be starting to turn around.

With the defeat of the 5.9 mill levy request in March of 2012, the District undertook an extensive internal review of costs in all areas, hired an outside school fiscal consultant to review financial projections and needs, held a series of public meetings and offered other means of communication in order to obtain public input on the District's programs and funding. Based on this, the Board and Administration have come up with a plan to further reduce expenditures for FY 13 and return to the voters in November of 2012 for a reduced operating levy request of 4.9 mills.

In addition, the revenue projections in this forecast are also vulnerable to downward fluctuations due to actual collection of property taxes less than expected as well as the following possibilities: the loss of revenue due to unfavorable findings by the County Board or Revision or State Board of Tax Appeals against the district; not meeting revenue growth estimates; and unfavorable changes to the State of Ohio's school funding system. Further, any negative deviations from this forecast that are even somewhat significant (e.g. 1% less in actual revenue as compared to estimates and 1% more in expenditures over budgeted amounts) could force the District to implement additional cuts in educational programs and/or support areas above and beyond what has already been put into place during prior fiscal years.

The District completed a strategic planning process in June 2009 and also finalized a master facility planning initiative and passed a corresponding \$43 million bond issue since then whose ultimate goals are to provide a renewed vision and action plan to take an already excellent school district and improve opportunities for all students into the future. These endeavors should continue to help the District in its fiscal planning process by providing a framework to find alternative sources of revenue, achieve cost-containments/reductions and provide for the District's facility needs over the next decade or more that will allow the District to regain financial stability.

A RESOLUTION DECLARING IT NECESSARY TO LEVY AN ADDITIONAL CURRENT EXPENSE TAX LEVY AND REQUESTING THE CUYAHOGA COUNTY FISCAL OFFICER TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF THE SCHOOL DISTRICT AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY THAT ADDITIONAL LEVY.

WHEREAS, this Board finds that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the School District and that it is necessary to levy a tax in excess of that limitation for the purpose of current expenses; and

WHEREAS, in accordance with Section 5705.03(B) of the Revised Code, in order to submit the question of a tax levy pursuant to Section 5705.21 of the Revised Code, this Board must request that the Cuyahoga County Fiscal Officer certify (i) the total current tax valuation of the School District, and (ii) the dollar amount of revenue that would be generated by the levy; and

WHEREAS, in accordance with Section 5705.03(B), upon receipt of a certified copy of a resolution of this Board declaring the necessity of the tax, stating its purpose, whether it is an additional levy or a renewal or a replacement of an existing tax, and the Section of the Revised Code authorizing its submission to the electors, and requesting such certification, the County Fiscal Officer is to certify the total current tax valuation of the School District and the dollar amount of revenue that would be generated by the proposed levy;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Rocky River City School District, Cuyahoga County, Ohio, that:

Section 1. Declaration of Necessity of Current Expenses Tax Levy. This Board declares that it is necessary to levy, for a continuing period of time, an additional 4.9-mill ad valorem property tax outside of the ten-mill limitation for the purpose of current expenses, and that it intends to submit the question of the additional tax levy to the electors at an election on November 6, 2012, as authorized by Section 5705.21 of the Revised Code. If approved, the additional tax would first be levied in tax year 2012, for first collection in calendar year 2013.

Section 2. Request for Certification. This Board requests the Cuyahoga County Fiscal Officer to certify to it both (i) the total current tax valuation of the School District, and (ii) the dollar amount of revenue that would be generated by the additional levy specified in Section 1.

Section 3. Certification and Delivery of Resolution to County Fiscal Officer. The Treasurer of this Board is authorized and directed to deliver or cause to be delivered promptly to the Cuyahoga County Fiscal Officer a certified copy of this Resolution.

Section 4. Compliance with Open Meeting Requirements. This Board finds and determines that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this Resolution were taken, and that all deliberations of this Board and of any of its committees that resulted in those formal actions were held, in meetings open to the public in compliance with the law.

Section 5. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof.

Section 6. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

TREASURER'S CERTIFICATION

The foregoing is a true and correct excerpt from the minutes of the regular meeting on May 17, 2012, of the Board of Education of the Rocky River City School District, the date, time and place having been established at the Board's organizational session in January 2012, showing the adoption of the resolution hereinabove set forth.

Treasurer, Board of Education
Rocky River City School District, Ohio

Dated: May ____, 2012

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY FISCAL OFFICER

(BOARD OF EDUCATION) Revised Code, Secs. 5705.34-5705.35

The Board of Education of the Rocky River School District, Cuyahoga County, Ohio,

met in session on the day of , 2012 (Regular Or Special)

at the office of with the following members present:

[Blank lines for member names]

Mr./Mrs. moved the adoption of the following Resolution:

WHEREAS, This Board of Education in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2013; and

WHEREAS, The Budget Commission of Cuyahoga County, Ohio, has certified its action thereon to this Board together with an estimate by the County Fiscal Officer of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Board of Education of the Rocky River School District, Cuyahoga County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said School District the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET
COMMISSION AND COUNTY FISCAL OFFICER'S ESTIMATED TAX RATES

FUND	Amount to Be Derived from Levies Outside 10 M. Limitation	Amount Approved by Budget Commission Inside 10 M. Limitation	County Fiscal Officer's Estimate of Tax Rate to be Levied	
			Inside 10 M. Limit	Outside 10 M. Limit
	Column II	Column IV	V	VI
Sinking Fund			0.00	0.00
Bond Retirement Fund			0.00	6.38
General Fund			4.57	73.60
Library Fund				6.10
For improvement				
State				
TOTAL	\$0	\$0	4.57	86.08

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to Be Levied	Co.Fiscal Officer's Est.of Yield of Levy (Carry to Schedule A, Column II)
GENERAL FUND:		
Current Expense Levy authorized by voters on for not to exceed _____ years.	,20	
Current Expense Levy authorized by voters on for not to exceed _____ years.	,20	
Fund: Levy authorized by voters on for not to exceed _____ years.	,20	
Fund: Levy authorized by voters on for not to exceed _____ years.	,20	
Fund: Levy authorized by voters on for not to exceed _____ years.		
Fund: Levy authorized by voters on for not to exceed _____ years.	,20	
Fund: Levy authorized by voters on for not to exceed _____ years.	,20	
Fund: Levy authorized by voters on for not to exceed _____ years.	,20	

and be it further

RESOLVED, That the Clerk of this Board be and he is hereby directed to certify a copy of this Resolution to the Fiscal Officer of said County.

Mr./Mrs. _____ seconded the Resolution and the roll being called

upon its adoption the vote resulted as follows:

Mr./Mrs. _____

Mr./Mrs. _____

Mr./Mrs. _____

Adopted the _____ day of _____, 20____.

Clerk of the Board of Education of the

Rocky River School District,

Cuyahoga County, Ohio.

**CERTIFICATE OF COPY
ORIGINAL ON FILE**

The State of Ohio, Cuyahoga County, ss.

I, _____, Clerk of the Board of Education
of the Rocky River School District, in said County, and in whose custody the Files
and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby
certify that the foregoing is taken and copied from the original _____

now on file with said Board, that the foregoing has been compared by me with said original document,
and that the same is a true and correct copy thereof.

WITNESS my signature, this _____ day of _____, 20_____

Clerk of the Board of Education of the

Rocky River School District,

Cuyahoga County, Ohio.

No. _____

BOARD OF EDUCATION

ROCKY RIVER SCHOOL DISTRICT

Cuyahoga County, Ohio.

RESOLUTION
ACCEPTING THE AMOUNTS AND RATES
AS DETERMINED BY THE BUDGET
COMMISSION AND AUTHORIZING THE
NECESSARY TAX LEVIES AND CERTIFYING
THEM TO THE COUNTY FISCAL OFFICER

(Board of Education)

Adopted _____, 20 ____

Clerk.

Filed _____, 20 ____

County Fiscal Officer

By _____
Deputy.

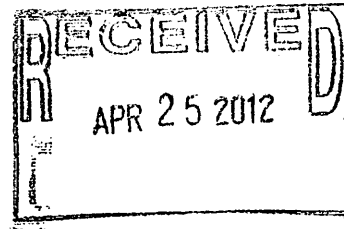
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JOURNAL ENTRY

Date: **APR 17 2012**

Mr. Wade Steen
Cuyahoga County Fiscal Officer
Administration Building
1219 Ontario Street, Room 300
Cleveland, Ohio 44113-1697



Entry Number: 12-04-0168

Re: Approval of Extension for the Cuyahoga County Budget Commission to Certify Tax Rates to School Districts

The Tax Commissioner, upon consideration of the application filed by the County Auditor, as secretary of the county budget commission, on April 9, 2012, for an extension of time beyond the statutory date of March first to certify tax rates to the school districts, as provided by Ohio Revised Code section 5705.35(A), finds that the extension of time is necessary and approves May 17, 2012, as the date within which the certification shall be made, pursuant to Ohio Revised Code section 5705.341 (last para.).

The Tax Commissioner also extends the April first deadline contained in Ohio Revised Code section 5705.34 for the board of education to authorize the necessary tax levies to the auditor by the same number of days that the extension to certify rates is granted by this entry. Accordingly, the board of education must authorize the necessary tax levies to the auditor by June 18, 2012, since June 17, 2012 is a Sunday, O.R.C. §1.14. The County Auditor must notify each school district affected by this entry.

I CERTIFY THAT THIS IS A TRUE AND ACCURATE COPY OF THE ENTRY RECORDED IN THE TAX COMMISSIONER'S JOURNAL

JOSEPH W. TESTA
TAX COMMISSIONER

/s/ Joseph W. Testa

Joseph W. Testa
Tax Commissioner

TREASURER'S OFFICE

MAY 10 2012

RECEIVED

REE

EXHIBIT G

Supplemental Duty Appointments for the 2012-13 School Year

Name	Position	Rate of Pay
Interscholastic Athletic Coaching:		
Michael Murray	Basketball, Head, High School	7,854
Darryl Sanders **	Basketball, Asst., High School	4,782
Kris Atwater **	Basketball, Asst., High School	3,788
Michael Bee **	Basketball, Asst., High School	4,337
John Caruso **	Basketball, Asst., High School	3,788
Dave Murphy **	Basketball, Asst., Boys, High School (volunteer)	0
Michael Sislowski	Basketball, Head, Girls, High School	6,785
Edward Dolinar **	Basketball, Asst., Girls, High School	4,131
Nicole Altenweg	Basketball, Asst., Girls, High School	4,131
Kevin Collins **	Basketball, Asst., Girls, High School	3,788
Michelle Seghi **	Basketball, Asst., Girls, High School	3,788
Ben Purdy	Basketball, Boys, Middle School	3,318
Justin Montello	Basketball, Boys, Middle School	2,508
Jeff Petrulis	Basketball, Girls, Middle School	3,009
Jamey Pfahl	Basketball, Girls, Middle School	2,760
Kevin Kelley **	Cross Country, Head, High School	4,392
Laura Brabant	Cross Country, Head, High School	4,843
L. George Russ **	Cross Country, Asst., High School	2,554
Anne Laux **	Cross Country, Asst., High School	2,554
Kristina Turton	Cross Country, Middle School	2,360
Rick Adams	Football, Head, High School	8,362
Michael Sislowski	Football, Asst., High School	5,111
David Banyasz **	Football, Asst., High School	5,111
Mike Banyasz **	Football, Asst., High School	5,111
Jamey Pfahl	Football, Asst., High School	4,648
Ray Terry **	Football, Asst., High School	5,111
Thomas Fowler	Football, Asst., High School	5,575
Scott Richardson **	Football, Asst., High School	5,575
Mark Saksa **	Football, Asst., High School	5,575
Bill McCleave **	Football, Asst., High School	5,575
Richard Schuler	Football, Head, Middle School	5,575
Kris Atwater **	Football, Asst., Middle School	5,111
Brandon Hahn **	Football, Asst., Middle School	5,111
Matt McLaughlin	Football, Asst., Middle School	5,575
Vern Sharbaugh **	Football, Asst., Middle School	5,111
Justin Montello	Football, Asst., Middle School	4,648
Mike Patterson **	Golf, Head, Boys, High School	3,124
Rick Haag	Golf, Head, Girls, High School	3,408
Chris Cogan **	Hockey, Head, High School	5,753
RJ Christyson **	Hockey, Asst., High School	3,451
Scott Trunko **	Hockey, Asst., High School	3,623
Kevin Zerbey	Soccer, Head, Boys, High School	6,658
Michael Moore **	Soccer, Asst., Boys, High School	3,620
Andrew DeCrane **	Soccer, Co-Asst., Boys, High School	2,074
Patrick Hopkins **	Soccer, Head, Girls, High School	6,341
Nicole Kusek **	Soccer, Co-Asst., Girls, High School	1,975
Kelly Farrell	Soccer, Asst., Girls, High School	3,620
Kali Dye	Swimming, Head, High School	5,275
Chris Dalman **	Swimming, Asst., High School	2,987
Nicholas Hanna **	Swimming, Co-Asst., High School	1,494
Mark Harris **	Swimming, Asst., High School	2,987

Joshua Brown **	Swimming, Co-Asst., High School	1,630
Arnold Colvin **	Swimming, Asst., High School	3,259
Ben Purdy	Tennis, Head, Girls, High School	3,318
Dave Purdy **	Tennis, Asst., Girls, High School	2,360
Kelly Bennett	Volleyball, Head, High School	6,040
Mollie Murphy **	Volleyball, Asst., High School	3,690
Meghann Hubach **	Volleyball, Asst., High School	4,227
Gina Mingo	Volleyball, Asst., High School	3,690
Kristen Stephens	Volleyball, Middle School	2,897
Eric Tuokkola	Wrestling, Head, High School	6,829
Jeffrey Strauss **	Wrestling, Asst., High School	4,782
Jim Rowe **	Wrestling, Head, Middle School	2,760
Mike Mahoney **	Wrestling, Middle School	2,760
Rose Rowe **	Cheerleader Advisor, Head, Football, H.S.	3,367
Rose Rowe **	Cheerleader Advisor, Asst., Football, H.S.	2,672
Rachel Gall **	Cheerleader Advisor, Head, Basketball, H.S.	2,646
Rachel Gall **	Cheerleader Advisor, Asst., Basketball, H.S.	2,116
Stephanie Lekas **	Cheerleader Advisor, Football, M.S.	1,471
Stephanie Lekas **	Cheerleader Advisor, Basketball, Boys, M.S.	1,471
Stephanie Lekas **	Cheerleader Advisor, Basketball, Girls, M.S.	1,471
Co-Curricular:		
Brian Frew	Academic Challenge Advisor	1,317
Daryl Knauss	Advanced Placement Advisor, High School	797
Andrea Reynolds	AFS Foreign Exchange Advisor	1,095
Mike Balla **	AV Production Club	3,098
Kirk Taylor	Band Director, High School	5,208
Ryan Hudec	Band Director, Asst., High School	3,247
Kirk Taylor	Band Director, Marching, High School	5,011
Jennifer Doran	Marching Squad Advisor, High School	1,967
Ryan Hudec	Middle School Band, 6 th Grade	1,381
Ryan Hudec	Middle School Band, 7 th Grade	1,381
Ryan Hudec	Middle School Band, 8 th Grade	1,381
Ryan Hudec	Middle School Jazz Band	1,514
Mary Fancher	Chamber Choir	1,380
Cindy Zebris	Chemical Hygiene Officer	2,503
Julie Budd	Choir Director, Kensington	607
Emily Collins	Club S.O.D.A. Advisor	901
Mike Balla **	Technical Asst., Fall Play, High School	1,581
Jennifer Garver	Talent Show Director, High School	2,013
Mike Balla **	Talent Show, Technical Asst., High School	1,581
Jennifer Garver	Drama Director, Spring Musical, High School	4,463
Lesley Smith **	Asst. Drama Director, Spring Musical, H.S.	1,582
Mike Balla **	Technical Asst., Spring Musical, H.S.	1,581
Kirk Taylor	Instrumental Music Dir., Spring Musical, H.S.	1,744
Mary Fancher	Drama Director, Middle School	2,766
Karyn Barrett	Exceptional Students, Co-Advisor, High School	658
Shawna MacDonald	Exceptional Students, Co-Advisor, High School	575
Adam Moeller	Forensics Director, High School	3,259
G. Robert Santo **	Forensics Director, Asst., High School	1,744
Ann Farah **	Forensics Director, Asst., High School	1,505
Andrea Reynolds	Key Club Co-Advisor, High School (2)	1,252
Deborah Pelger	Key Club Co-Advisor, High School (2)	1,314
Julie Budd	Music Director, Kensington	2,091
Brian Frew	National Honor Society Advisor	1,931
Ashley Morris	Newspaper Advisor, High School	2,460
Vicki Owens **	Newspaper Advisor, Middle School	2,950
Karen Mahoney	PLUS Activity, Channel 10, Goldwood	575

Don MacDonald	PLUS Activity, Channel 10, Middle School	1,044
Jamey Pfahl	PLUS Activity, News Advisor, Kensington	1,044
Angela Kolocouris	PLUS Activity, Yearbook, Kensington	1,252
Richard Haag	PLUS Activity, Chess Club, Kensington	1,314
Nancy Bondy **	PLUS Activity, K-Kids Advisor, Kensington	1,149
Julie Budd	PLUS Activity, Band & Choir, Kensington	1,044
Terri McNeely	PLUS Activity, Builders Club, Middle School	1,252
Kevin Fancher **	PLUS Activity, Middle School Spring Theatre	1,044
Janin Miller	PLUS Activity, Co-Special Olympics, M.S.	657
Terri McNeely	PLUS Activity, Co-Special Olympics, M.S.	575
Daryl Knauss	PLUS Activity, AM Detention, H.S. (1 st sem)	1,314
Joan Zeager **	PLUS Activity, Band Office (Fall)	1,380
Russell Shuster	PLUS Activity, Chess Club, High School (2)	2,504
Jennifer Garver	PLUS Activity, Drama Club	1,314
Lisa Borgia	PLUS Activity, Environmental Club	1,314
Sara Kass **	PLUS Activity, Fencing Club	1,314
Luis Escobedo	PLUS Activity, World Language Club	1,380
Kristen Stephens	PLUS Activity, Math Tutorial (2)	2,760
Elizabeth Delzani	PLUS Activity, Model UN	1,149
Allison Erni **	PLUS Activity, Pirate Girls	1,380
Ann Huebner **	PLUS Activity, River's Edge	1,314
Candace Hecker	PLUS Activity, Senior Project, H.S. (1.5)	1,971
Joanne Ritschel	PLUS Activity, Senior Project, H.S. (1.5)	1,971
Craig MacDonald	Safety Patrol Advisor, Kensington	1,252
Jenneva Schumacher	Science Olympiad Advisor, High School	2,464
Jenneva Schumacher	Science Olympiad Advisor, Middle School	1,839
Daryl Knauss	Senior Class Co-Advisor	1,162
Kristen Kalinowski	Senior Class Co-Advisor	837
Sara Olinger	Junior Class Advisor	948
Karyn Barrett	Sophomore Class Advisor	993
Elizabeth Delzani	Freshman Class Advisor	901
Lilia Clark	8 th Grade Class Advisor	945
Mike Balla **	Stage Director	4,346
Elizabeth Delzani	Student Council Advisor, High School	2,949
Julie Bonsky **	Student Council Co-Advisor, Kensington	574
Lynne Ciprianni **	Student Council Co-Advisor, Kensington	574
Jennifer Garver	Thespian Advisor, High School	1,053
Mary Fancher	Thespian Advisor, Middle School	901
Kirk Taylor	Velvetones Advisor	3,907
Mary Fancher	Vocal Music Director, Grade 6	1,706
Mary Fancher	Vocal Music Director, Grade 7	1,706
Mary Fancher	Vocal Music Director, Grade 8	1,706
Stephanie Minotti	Yearbook Advisor, High School	3,434
Susan Weber	Yearbook Co-Advisor, Middle School	636
Therese Konrad	Yearbook Co-Advisor, Middle School	583
Coordinators:		
Diane Boylan	Learning Resource Services, MS & HS	6,701
Tara Grabowski	Learning Resource Services, Goldwood	5,669
Nancy Brassell	Learning Resource Services, Kensington	6,295
Albert Wilhelmy	Elementary Camp Coordinator, Kensington	2,481
Michael Murray	Fall Sports Events Coordinator, H.S.	2,520
Michael Murray	Spring Sports Events Coordinator, H.S.	2,520
Michael Murray	Co-Athletic Events Manager, Fall, M.S.	2,459
Terry Lambert	Co-Athletic Events Manager, Winter, M.S.	3,260

Coordinators of Instruction:		
Tara Grabowski	Elementary, Kindergarten	4,604
Anne Davis	Elementary, Grade 1	4,647
Kristen Hargett	Elementary, Grade 2	5,688
Meredith Muccio	Gifted, Elementary, K-5	4,979
Susan Forbes	Gifted, Secondary, 6-12	4,190
Louise Borden	ELL	4,065
Natalie Corrigan	Elementary, Grade 3 Team	2,445
Amy Wilhelmy	Elementary, Grade 3 Team	2,131
Jill Jones	Elementary, Grade 4	5,722
Linda Rocco	Elementary, Grade 5	4,922
Becky Rowe	Middle School, Grade 7	4,531
Dave Opdycke	Middle School, Grade 6	5,718
Lilia Clark	Middle School, Grade 8	5,229
Subject Coordinators:		
Cathy Bitounis	Eng/Language Arts, Goldwood	3,836
Mary Beth Harter	Eng/Language Arts, Kensington	4,181
Susan Weber	Eng/Language Arts, Middle School	2,930
Jacqueline Daugherty	Eng/Language Arts, High School	2,686
Emily Ogilvy	Mathematics, Goldwood	2,686
Judy Hudson	Mathematics, Kensington	3,231
Laura Brabant	Mathematics, Middle School	3,231
Kristen Stephens	Mathematics, High School	3,077
Jessica Dessoffy	Science, Goldwood	2,686
Linda Bracken	Science, Kensington	3,077
Dave Opdycke	Science, Middle School	3,393
Daryl Knauss	Science, High School	3,393
Sarah Masterson	Social Studies, Goldwood	3,077
Felisita Armitage	Social Studies, Kensington	3,393
Jeff Smith	Social Studies, Middle School	3,231
Richard Schuler	Social Studies, High School	3,231
Luis Escobedo	World Language, 7-12	3,231
Patricia Tobin	Art, K-12	2,930
Kirk Taylor	Music, K-12	2,441
Elizabeth Fougerousse	Health/Physical Education, K-12	2,441
Yvonne Morbitzer	Media Education, K-12	2,686
Stacy Kozar-Kocsis	Psychologist	7,363
Matt Kromer	Psychologist	3,608
Counselors:		
Anne George	Counselor, Goldwood	2,394
Candace Hecker	Counselor, High School	6,147
Julie Morriss	Counselor, High School	6,054
Jeffrey Petrusis	Counselor, High School	4,077
Peg Liberatore	Counselor, Middle School	8,648
Melissa Liberatore	Social Worker, Kensington	1,703

** For any supplemental contract initially awarded to a non-licensed person by this resolution, the Board made such position(s) available to licensed employees of the District, but no qualified licensed employee of the District expressed interest in the position(s); and further the Board advertised the positions(s) to qualified licensed personnel outside of the District, but no qualified licensed personnel outside of the District expressed interest in the position(s).

ROCKY RIVER CITY SCHOOL DISTRICT

Title: EXECUTIVE DIRECTOR OF COMMUNICATIONS & TECHNOLOGY File 102

Reports to: Assigned administrator/supervisor

Job Objective: Directs district communications and informational technology services.

Minimum Qualifications:

- Bachelor's degree in computer science or alternative training/experience that meet district and state department of education requirements. Demonstrates a complete understanding of technology applications in an academic environment substantiated by training/work experience.
- Additional vendor certifications deemed appropriate at the time of appointment may be required.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Articulates a clear educational philosophy and sustainable program implementation strategy.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Displays visionary and resolute leadership skills in developing/managing people.
- Duties may require working irregular hours/non-traditional schedule as an "on-call" employee.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.

Essential Functions:

1. Directs the delivery/advancement of high quality informational technology services. Develops/implements strategies to enhance staff/student use of technology resources.

- Participates as an active member of the administrative team.
- **Monitors/facilitates** compliance with relevant local, state and federal laws.
- Develops a work plan. Ensures essential tasks are completed within required time-frames.
- Serves as an adviser to the superintendent. Attends/makes board meeting presentations.
- Seeks opportunities to participate in collaborative educational ventures with public/private entities.
- Manages the board-approved budget for assigned responsibilities. Controls costs. Requisitions equipment, supplies and services. Ensures program resources are equitably apportioned and appropriate for the purposes/needs of the district. Upholds fiscal accountability standards.
- Evaluates operational performance. Identifies short/long-range program needs/opportunities.
- Aligns annual budget/appropriation measure recommendations with district goals.
- Explores alternative funding and ways to strengthen/expand the use of community resources.

Technology Responsibilities:

- Coordinates ongoing development/implementation of the RRCS District Instructional Technology Plan.
- Serves as chairperson of the district Technology Advisory Committee.
- Assists with the recruitment, selection, placement and orientation/training of assigned staff. Ensures selected job candidates have advanced-level technology skills for the specified positions.
- Actively supervises department staff. Establishes appropriate levels of employee autonomy. Helps staff understand/participate in collective goal and shared decision-making processes. Assumes responsibility for the results of duties delegated to staff. Evaluates/documents staff performance.
- Implements organizational practices that encourage employee commitment to change initiatives.
- Works with administrators/staff to evaluate the specific technology needs of each building.
- Receives, inspects and tests equipment/software. Ensures hardware/software compatibility. Oversees installation. Prepares documentation (e.g., date installed, location, upgrades, etc.).
- Oversees design/upgrade of wired/wireless networks. Oversees the installation/maintenance of network connections (e.g., servers, hubs, routers, voice/data switches, video feeds, wiring, etc.).
- Maintains an effective configuration management system. Sets up local/wide area networks, terminal services, Wi-Fi networks, and file servers (e.g., users, space allocations, backups, etc.).
- Evaluates, develops and implements disaster recovery procedures. Resolves connectivity and internal technical problems. Avoids disrupting building activities except during emergencies.
- Develops procedures that promote the proper use and care of technology resources (e.g., consent forms, maintenance, storage, etc.). Monitors licensing agreement compliance.
- Oversees technology contract services including QuadStar. Monitors vendor performance.
- Oversees the provision of district-wide help desk services.

- Accommodates learning styles of end-users with a wide range of interests/skill levels in diverse instructional settings.
- Manages the upkeep of technology equipment. Schedules/monitors repairs by outside vendors.
- Coordinates district technology resource audits and maintains an inventory database.

EXECUTIVE DIRECTOR OF COMMUNICATIONS & TECHNOLOGY

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- Consults with building/department staff to evaluate and select technology resources.
- Coordinates evaluations to determine the effectiveness of current technology resources.
- Prepares competitive bid specifications for technology equipment and related materials.
- Investigates/evaluates emerging technology and potential cost savings opportunities.
- Helps special needs program staff evaluate/recommend assistive technologies.
- Works with Technology Committee to update technology initiatives.
- Provides technical direction for the student technology service center.
- Uses performance-based safety standards to recommend equipment replacement/upgrades.
- Provides all students full access to educational opportunities. Articulates a shared vision of learning that supports continuous/measurable improvements in student achievement.
- Helps students understand/embrace ethical conduct and democratic values.
- Helps teachers incorporate technology resources that enhance student learning in all areas of the curriculum. Develops initiatives to expand distance learning and media literacy opportunities.
- Helps staff identify and use technology resources that compliment teaching styles, enhance proficiency and build confidence. Develops training materials for self directed learning activities.
- Participates in collaborative planning of staff development/in-service training activities. Secures outside consultants and develops trainers using district staff to attain district objectives.

Communications Responsibilities:

- Oversees communications that ensure the consistent, unified and persuasive development/delivery of the Rocky River City School District's vision and mission in all publications and public media.
- Designs comprehensive communication initiatives that consider district achievements, image, message, mission, positioning, and priorities in a cohesive message.
- Collaborates with the administrative team to establish policies and protocols for publications and media communications (e.g., broadcast, E-mail, memo, print, phone, web, etc.).
- Evaluates the effectiveness of district communications using surveys and other assessment tools.
- Integrates print and web sources to ensure efficient, consistent and synergistic publication content.
- Serves as web administrator. Oversees website design, hosting and updating activities. Provides staff and affiliate organizations in-service training on the individualized sections of the website.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- **Enforces** drug-free workplace rules, board policies and administrative guidelines/procedures.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Provides leadership for the continuous advancement of **best practices** and academic standards.
- Respects privacy and maintains the confidentiality of privileged information.
- Sustains an effective and positive work/learning environment. Completes assigned duties on time.

3. Maintains open/effective communications. Serves as an information resource.

- Communicates district objectives/performance goals to stakeholders.
- Coordinates/chairs meetings, standing committees, conferences, special projects, etc.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Helps update/implement the district's emergency preparedness/crisis response plan.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

EXECUTIVE DIRECTOR OF COMMUNICATIONS & TECHNOLOGY

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6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations/guidelines when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and potentially slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing repetitive physical tasks for extended periods of time.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces and/or under variable lighting conditions.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: HUMAN RESOURCES DIRECTOR

File 103

Reports to: Superintendent

Job Objective: Directs human resource operations.

Minimum Qualifications:

- Valid state department of education license/certificate as determined at the time of appointment.
- Human resource and business administration skills substantiated by training/work experience.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Displays visionary and resolute leadership skills in developing/managing people.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions:

- 1. Directs the delivery/advancement of high quality work force/human resource operations.**
 - Participates as an active member of the administrative team.
 - **Monitors/facilitates** compliance with relevant local, state and federal laws.
 - Develops a work plan. Ensures essential tasks are completed within required time-frames.
 - Serves as an adviser to the superintendent. Attends/makes board meeting presentations.
 - Contributes to the development of a comprehensive district-wide strategic plan.
 - Implements organizational practices that encourage employee commitment to change initiatives.
 - Directs human resource activities that include: recruiting, selection, classification, compensation, benefits, employee services, regulatory compliance, recordkeeping, organizational development, labor/employee relations, training, etc. Maintains a pool of qualified substitutes.
 - Actively supervises department staff. Establishes appropriate levels of employee autonomy. Helps staff understand/participate in collective goal and shared decision-making processes. Assumes responsibility for the results of duties delegated to staff. Evaluates/documents staff performance.
 - Analyzes census and student enrollment data. Interprets emerging personnel needs.
 - Updates job descriptions and the employment section of the staff handbook.
 - Posts open positions. Recruits candidates. Conducts interviews and background investigations. Recommends appointments. Coordinates employee orientation processes.
 - Administers continuing contracts, demotions, transfers, non-renewals and termination processes.
 - Ensures employees are placed on the correct salary schedule.
 - Helps formulate salary schedules, benefits and terms/conditions of employment.
 - Coordinates regular labor/management committee meetings.
 - Participates in bargaining unit negotiations and hearing/grievance processes.
 - Administers the district workers' compensation program.
 - Participates in collaborative planning of staff development/in-service training activities.
 - Manages the board-approved budget for assigned responsibilities. Controls costs. Requisitions equipment, supplies and services. Ensures program resources are equitably apportioned and appropriate for the purposes/needs of the district. Upholds fiscal accountability standards.
 - Evaluates operational performance. Identifies short/long-range program needs/opportunities.
 - Aligns annual budget/appropriation measure recommendations with district goals.
 - Explores alternative funding and ways to strengthen/expand the use of community resources.
- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Cultivates relationships that promote a strong commitment of public support for the district.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - **Enforces** drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Maintains an acceptable attendance record and is punctual.
 - Provides leadership for the continuous advancement of **best practices and** academic standards.
 - Respects privacy and maintains the confidentiality of privileged information.
 - Sustains an effective and positive work/learning environment. Completes assigned duties on time.
- 3. Maintains open/effective communications. Serves as an information resource.**
 - Communicates district objectives/performance goals to stakeholders.

- Coordinates/chairs meetings, standing committees, conferences, special projects, etc.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Helps update/implement the district's emergency preparedness/crisis response plan.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Complies with district procedures and state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations/guidelines when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title:	DISTRICT COORDINATOR OF LIBRARY & MEDIA	File 104
Reports to:	Principal	
Job Objective:	Directs library/media operations.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid state department of education license/certificate as determined at the time of appointment.· Master's Degree or equivalent training and a demonstrated interest in library and media resources.· Ability to influence the district's cultural environment and student achievement through instructional program improvements based on evaluated data and research-based best practices.· Adheres to the <i>Licensure Code of Professional Conduct for Ohio Educators</i>.· Articulates a clear educational philosophy and sustainable program implementation strategy.· Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.· Displays visionary and resolute leadership skills in developing/managing people.· Exhibits effective time management and resourceful problem-solving skills.· Maintains a record free of criminal violations that would prohibit public school employment.· Meets federal health screening requirements following a conditional offer of employment.· Shows evidence of core computer competencies deemed appropriate at the time of hire.	
Essential Functions:	<p>1. Directs the delivery/advancement of high quality educational programs consistent with the district's mission, mandated requirements and documented needs of students.</p> <ul style="list-style-type: none">· Participates as an active member of the administrative team.· Monitors/facilitates compliance with relevant local, state and federal laws.· Develops a work plan. Ensures essential tasks are completed within required time-frames.· Serves as an adviser to the superintendent. Attends/makes board meeting presentations.· Contributes to the development of a comprehensive district-wide strategic plan.· Implements organizational practices that encourage employee commitment to change initiatives.· Administers library media activities (e.g., acquire collection/technology resources aligned with district curriculum, communication competencies/critical-thinking instruction, develop enrichment programs, provide information literacy training, etc.).· Shares responsibility for the management of facilities, equipment, office functions and fiscal affairs of the high school library/media center.· Assists with the recruitment, selection, placement and orientation/training of assigned staff.· Actively supervises department staff. Establishes appropriate levels of employee autonomy. Helps staff understand/participate in collective goal and shared decision-making processes. Assumes responsibility for the results of duties delegated to staff. Evaluates/documents staff performance.· Works with administrators/staff to evaluate the specific library/media needs of each building.· Oversees the automation of the library/media management system.· Manages the upkeep of library/media equipment. Schedules/monitors repairs by outside vendors.· Oversees a perpetual inventory control system for fixed assets. Prepares an end-of-year report.· Provides all students full access to educational opportunities. Articulates a shared vision of learning that supports continuous/measurable improvements in student achievement.· Serves on the Building Leadership Team and Curriculum Development Committee (CDC).· Works with staff to develop high-quality standards-based curriculum guides/courses of study.· Helps students understand/embrace ethical conduct and democratic values.· Promotes the development/implementation of available media resources into the curriculum. Helps teachers identify and select media and technology resources to address student learning needs.· Reviews/recommends materials and teaching aids that support and/or supplement the curriculum.· Develops initiatives to expand distance learning and media literacy opportunities.· Helps staff identify and use technology resources that compliment teaching styles, enhance proficiency and build confidence. Develops training manuals for self directed learning activities.· Participates in collaborative planning of staff development/in-service training activities.· Coordinates monthly meetings of district library staff. Articulates and promotes the alignment of district library and media services.· Manages the board-approved budget for assigned responsibilities. Controls costs. Requisitions equipment, supplies and services. Ensures program resources are equitably apportioned and appropriate for the purposes/needs of the district. Upholds fiscal accountability standards.· Manages RRHS, RRMS, KIS and GPS inventory activities.· Evaluates operational performance. Identifies short/long-range program needs/opportunities.	

- Aligns annual budget/appropriation measure recommendations with district goals.
- Explores alternative funding and ways to strengthen/expand the use of community resources.
- Serves as a liaison between the district and the Rocky River Public Library.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- **Enforces** drug-free workplace rules, board policies and administrative guidelines/procedures.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Provides leadership for the continuous advancement of **best practices** and academic standards.
- Respects privacy and maintains the confidentiality of privileged information.
- Sustains an effective and positive work/learning environment. Completes assigned duties on time.

3. Maintains open/effective communications. Serves as an information resource.

- Communicates district objectives/performance goals to stakeholders.
- Coordinates/chairs meetings, standing committees, conferences, special projects, etc.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Helps update/implement the district's emergency preparedness/crisis response plan.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations/guidelines when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: PRINCIPAL

File 105

Reports to: Superintendent

Job Objective: Serves as the school's head administrator and instructional leader of learning community.

Minimum · Valid state department of education license/certificate as determined at the time of appointment.

Qualifications: · Education administration, curriculum/instruction and school finance skills substantiated by training/work experience.

· Ability to influence the district's cultural environment and student achievement through instructional program improvements based on evaluated data and research-based best practices.

· Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.

· Articulates a clear educational philosophy and sustainable program implementation strategy.

· Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.

· Displays visionary and resolute leadership skills in developing/managing people.

· Exhibits effective time management and resourceful problem-solving skills.

· Maintains a record free of criminal violations that would prohibit public school employment.

· Meets **federal** health screening requirements following a conditional offer of employment.

· **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions: **1. Directs the delivery/advancement of high quality educational programs consistent with the district's mission, mandated requirements and documented needs of students.**

· Participates as an active member of the administrative team.

· **Monitors/facilitates** compliance with relevant local, state and federal laws.

· Develops a work plan. Ensures essential tasks are completed within required time-frames.

· Serves as an adviser to the superintendent. Attends/makes board meeting presentations.

· Contributes to the development of a comprehensive district-wide strategic plan.

· Implements organizational practices that encourage employee commitment to change initiatives.

· Develops a master schedule (e.g., staffing, courses, student services/activities, etc.).

· Assists with the recruitment, selection, placement and orientation/training of assigned staff.

· Actively supervises school staff. Establishes appropriate levels of employee autonomy. Helps staff understand/participate in collective goal and shared decision-making processes. Assumes responsibility for the results of duties delegated to staff. Evaluates/documents staff performance.

· Manages the revision/distribution of student-parent and teacher handbooks.

· Oversees enrollment/withdrawal procedures and the management of student records.

· Provides all students full access to educational opportunities. Articulates a shared vision of learning that supports continuous/measurable improvements in student achievement.

· Works with staff to develop high-quality standards-based curriculum guides/courses of study.

· Administers state-mandated testing programs. Maintains test security. Analyzes test results.

· Resolves problems that impede student learning. Helps staff use timely tangible assessment data to identify teaching techniques, interventions and aligned resources best suited for each student.

· Helps students understand/embrace ethical conduct and democratic values.

· Assists with pupil management. Participates in student planning meetings as needed.

· Participates in collaborative planning of staff development/in-service training activities.

· Manages the board-approved budget for assigned responsibilities. Controls costs. Requisitions equipment, supplies and services. Ensures program resources are equitably apportioned and appropriate for the purposes/needs of the district. Upholds fiscal accountability standards.

· Evaluates operational performance. Identifies short/long-range program needs/opportunities.

· Aligns annual budget/appropriation measure recommendations with district goals.

· Explores alternative funding and ways to strengthen/expand the use of community resources.

· Provides administrative direction to ensure orderly building activities (e.g., arrivals/departures, vehicle parking, use of interior/exterior common areas, etc.).

Additional High School Principal Duties:

· Oversees the interscholastic athletic program. Provides for district representation at athletic league meetings. Works with the staff to monitor student eligibility verification/medical records functions.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

· Cultivates relationships that promote a strong commitment of public support for the district.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- **Enforces** drug-free workplace rules, board policies and administrative guidelines/procedures.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Provides leadership for the continuous advancement of **best practices and** academic standards.
- Respects privacy and maintains the confidentiality of privileged information.
- Sustains an effective and positive work/learning environment. Completes assigned duties on time.

3. Maintains open/effective communications. Serves as an information resource.

- Communicates district objectives/performance goals to stakeholders.
- Coordinates/chairs meetings, standing committees, conferences, special projects, etc.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Helps update/implement the district’s emergency preparedness/crisis response plan.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations/guidelines when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Traveling to meetings and work assignments.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: ASSISTANT PRINCIPAL

File 106

Reports to: Principal

Job Objective: Serves as an assistant to the building principal.

Minimum Qualifications:

- Valid state department of education license/certificate as determined at the time of appointment.
- Administration and curriculum/instruction skills substantiated by relevant training or experience.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Articulates a clear educational philosophy and sustainable program implementation strategy.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Displays visionary and resolute leadership skills in developing/managing people.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions:

- 1. Directs the delivery/advancement of high quality educational programs consistent with the district's mission, mandated requirements and documented needs of students.**
 - Participates as an active member of the administrative team.
 - **Monitors/facilitates** compliance with relevant local, state and federal laws.
 - Develops a work plan. Ensures essential tasks are completed within required time-frames.
 - Addresses issues that arise during the absence of the principal.
 - Serves as an adviser to building/program administrators. Attends board meetings as requested.
 - Contributes to the development of a comprehensive district-wide strategic plan.
 - Implements organizational practices that encourage employee commitment to change initiatives.
 - Helps develop a master schedule (e.g., staffing, courses, student services/activities, etc.).
 - Assists with the recruitment, selection, placement and orientation/training of assigned staff.
 - Actively assists/instructs, empowers and monitors assigned staff to improve performance.
 - Helps staff understand/participate in collective goal and shared decision-making processes.
 - Administers academic, guidance, pupil services and student activities as assigned.
 - Assists with the revision/distribution of student-parent and teacher handbooks.
 - Helps with enrollment/withdrawal procedures and the management of student records.
 - Provides all students full access to educational opportunities. Articulates a shared vision of learning that supports continuous/measurable improvements in student achievement.
 - Works with staff to develop high-quality standards-based curriculum guides/courses of study.
 - Helps manage state-mandated testing programs. Maintains test security. Analyzes test results.
 - Resolves problems that impede student learning. Helps staff use timely tangible assessment data to identify teaching techniques, interventions and aligned resources best suited for each student.
 - Assists with pupil management. Participates in student planning meetings as needed.
 - Helps students understand/embrace ethical conduct and democratic values.
 - Participates in collaborative planning of staff development/in-service training activities.
 - Helps manage the board-approved budget as directed. Controls costs. Requisitions equipment, supplies and services. Ensures program resources are equitably apportioned and appropriate for the purposes/needs of the district. Upholds fiscal accountability standards.
 - Evaluates operational performance. Identifies short/long-range program needs/opportunities.
 - Aligns annual budget/appropriation measure recommendations with district goals.
 - Explores alternative funding and ways to strengthen/expand the use of community resources.
 - Provides administrative direction to ensure orderly building activities (e.g., arrivals/departures, vehicle parking, use of interior/exterior common areas, etc.).
 - Helps maintain essential services during department staff absences.
- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Cultivates relationships that promote a strong commitment of public support for the district.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - **Enforces** drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Maintains an acceptable attendance record and is punctual.
 - Provides leadership for the continuous advancement of **best practices and** academic standards.

- Respects privacy and maintains the confidentiality of privileged information.
- Sustains an effective and positive work/learning environment. Completes assigned duties on time.

3. Maintains open/effective communications. Serves as an information resource.

- Communicates district objectives/performance goals to stakeholders.
- Coordinates/chairs meetings, standing committees, conferences, special projects, etc.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Helps update/implement the district's emergency preparedness/crisis response plan.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Complies with district procedures and state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations/guidelines when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Traveling to meetings and work assignments.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: DIRECTOR OF PUPIL SERVICES

File 107

Reports to: Superintendent

Job Objective: Directs the provision of pupil services.

Minimum · Valid state department of education license/certificate as determined at the time of appointment.

Qualifications: · Ability to influence the district's cultural environment and student achievement through instructional program improvements based on evaluated data and research-based best practices.

- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Articulates a clear educational philosophy and sustainable program implementation strategy.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Displays visionary and resolute leadership skills in developing/managing people.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions: **1. Directs the effective delivery/advancement of pupil services consistent with the district's mission and mandated requirements.**

- Participates as an active member of the administrative team.
- **Monitors/facilitates** compliance with relevant local, state and federal laws.
- Ensures essential tasks are completed within required time-frames.
- Serves as an adviser to the superintendent.
- Contributes to the development of a comprehensive district-wide strategic plan.
- Fosters a positive educational climate throughout the district. Maintains rapport and communications with school district staff, parents and the community.
- Implements organizational practices that encourage employee commitment to change initiatives.
- Administers pupil program services (e.g., autism school, developmental/learning/behavioral intervention planning, discipline, dropout prevention, ELL, enrollment/registrar, gifted, guidance, home instruction, home school, preschool, psychology, school health, special education, speech therapy, transition/career planning, etc.).
- Administers writing, monitoring and evaluating state/federal grants and special programs (except community education). Coordinates the initial grant application process in compliance with Ohio Revised Code and/or private, state and or federal sector requirements.
- Assists with the recruitment, selection, placement and orientation/training of assigned staff.
- Actively supervises department staff. Establishes appropriate levels of employee autonomy. Helps staff understand/participate in collective goal and shared decision-making processes. Assumes responsibility for the results of duties delegated to staff. Evaluates/documents staff performance.
- Provides all students full access to educational opportunities. Articulates a shared vision of learning that supports continuous/measurable improvements in student achievement.
- Helps staff develop procedures to gauge student progress toward achievement benchmarks.
- Monitors student attendance/performance data to identify students struggling academically.
- Serves as the appointed attendance/homeless/residency officer.
- Investigates student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral problems, poverty, pregnancy/parenting, self-esteem, substance abuse, etc.).
- Coordinates the "child find" and preschool/kindergarten screening programs.
- Serves as a transition contact for the Help Me Grow Program.
- Serves as district testing coordinator. Maintains test security. Analyzes test results.
- Coordinates Individual Education Plans (IEPs) and Section 504 development/review processes.
- Attends out-of-district special education meetings.
- Helps ensure assessment methods support unbiased planning activities.
- Coordinates systems/procedures for the collection, storage and disposal of student records.
- Implements protocols to protect the privacy of student information.
- Resolves problems that impede student learning. Helps staff use timely tangible assessment data to identify teaching techniques, interventions and aligned resources best suited for each student.
- Identifies/secures consultants and other resources necessary to attain individualized objectives.
- Assists with pupil management. Participates in student planning meetings as needed.
- Coordinates student placements in alternative and out-of-district programs.

- Participates in collaborative planning of staff development/in-service training activities.
- Manages the board-approved budget for assigned responsibilities. Controls costs. Requisitions equipment, supplies and services. Ensures program resources are equitably apportioned and appropriate for the purposes/needs of the district. Upholds fiscal accountability standards.
- Monitors implementation of non-public programs and expenditures related to federal/state funding.
- Evaluates operational performance. Identifies short/long-range program needs/opportunities.
- Aligns annual budget/appropriation measure recommendations with district goals.
- Explores alternative funding and ways to strengthen/expand the use of community resources.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- **Enforces** drug-free workplace rules, board policies and administrative guidelines/procedures.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Provides leadership for the continuous advancement of **best practices** and academic standards.
- Respects privacy and maintains the confidentiality of privileged information.
- Sustains an effective and positive work/learning environment. Completes assigned duties on time.

3. Maintains open/effective communications. Serves as an information resource.

- Communicates district objectives/performance goals to stakeholders.
- Coordinates/chairs meetings, standing committees, conferences, special projects, etc.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
 - Implements workplace initiatives that advance district goals.
- Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations/guidelines when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Working
Conditions:**

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: SUPERINTENDENT

File 108

Reports to: Board of Education

Job Objective: Serves as the district's chief executive officer and professional adviser to the board.

- Minimum Qualifications:**
- Valid state department of education license/certificate as determined at the time of appointment.
 - Education administration, curriculum/instruction and school finance skills substantiated by training/work experience. Demonstrates the ability to understand and influence the school district's dynamic political, social, economic, legal and cultural environment.
 - Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Articulates a clear educational philosophy and sustainable program implementation strategy.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Displays visionary and resolute leadership skills in developing/managing people.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions:

1. Directs the delivery/advancement of high quality educational programs consistent with the district's mission, mandated requirements and documented needs of students.

- Directs the administrative team. Interprets/implements board policies. Develops/administers district guidelines/procedures. Ensures compliance with relevant local, state and federal laws.
- Develops a work plan. Ensures essential tasks are completed within required time-frames.
- Develops/articulates a forward-looking shared district vision. Crafts, monitors and updates a coherent strategic plan to achieve obtainable goals within reasonable time-frames.
- Provides program leadership. Aligns organizational practices with a decision making framework that encourages widespread stakeholder commitment to change initiatives.
- Establishes collaborative partnerships that promote a strong public support for inclusive planning processes and effective interactions among stakeholders with divergent viewpoints/priorities.
- Evaluates the relevance of board policies. Address situations not covered by established policies/procedures. Prepares policy recommendations for board consideration/adoption.
- Actively supervises district staff. Establishes appropriate levels of employee autonomy. Helps staff understand/participate in collective goal and shared decision-making processes. Assumes responsibility for the results of duties delegated to staff. Evaluates/documents staff performance.
- Provides all students full access to educational opportunities. Articulates a shared vision of learning that supports continuous/measurable improvements in student achievement.
- Helps students understand/embrace ethical conduct and democratic values.
- Directs the development of high-quality standards-based instruction.
- Implements a comprehensive assessment system that enables staff to use timely tangible data to make informed decisions that support continuous teaching and student learning improvements.
- Provides administrative direction for state-mandated testing programs.
- Directs collaborative planning of staff development/in-service training activities.
- Develops annual budgets/appropriation measures. Aligns expenditures with district goals. Requisitions equipment, supplies and services appropriate for the purposes/needs of the district. Manages the effective/judicious use of resources. Upholds fiscal accountability standards.
- Evaluates operational performance. Identifies short/long-range program needs/opportunities.
- Explores alternative funding and ways to strengthen/expand the use of community resources.
- Provides administrative direction for human resource operations (e.g., employment contracts, demotions, transfers, non-renewals, termination processes, etc.).
- Formulates salary/benefit packages. Directs negotiations with employee bargaining units.
- Provides administrative direction for centralized district services (e.g., custodial, food service, maintenance, transportation, etc.).

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- **Enforces** drug-free workplace rules, board policies and administrative guidelines/procedures.

- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Provides leadership for the continuous advancement of **best practices and** academic standards.
- Respects privacy and maintains the confidentiality of privileged information.
- Sustains an effective and positive work/learning environment. Completes assigned duties on time.

3. Maintains open/effective communications. Serves as an information resource.

- Communicates district objectives/performance goals to stakeholders.
- Coordinates/chairs meetings, standing committees, conferences, special projects, etc.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training to** keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Directs the revision/implementation of the district's emergency preparedness/crisis response plan.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.
- Oversees the revision/implementation of the student conduct code.

6. Performs other specific job-related duties as directed by the board of education.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations/guidelines when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: ASSISTANT SUPERINTENDENT

File 109

Reports to: Superintendent

Job Objective: Administers the instructional program.

- Minimum Qualifications:**
- Valid state department of education license/certificate as determined at the time of appointment.
 - Ability to influence the district's cultural environment and student achievement through instructional program improvements based on evaluated data and research-based best practices.
 - Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Articulates a clear educational philosophy and sustainable program implementation strategy.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Displays visionary and resolute leadership skills in developing/managing people.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

- Essential Functions:**
- 1. Directs the delivery/advancement of high quality educational programs consistent with the district's mission, mandated requirements and documented needs of students.**
 - Participates as an active member of the administrative team.
 - **Monitors/facilitates** compliance with relevant local, state and federal laws.
 - Develops a work plan. Ensures essential tasks are completed within required time-frames.
 - Serves as an adviser to the superintendent. Attends/makes board meeting presentations.
 - Contributes to the development of a comprehensive district-wide strategic plan.
 - Implements organizational practices that encourage employee commitment to change initiatives.
 - Assists with the recruitment, selection, placement and orientation/training of assigned staff.
 - Actively supervises department staff. Establishes appropriate levels of employee autonomy. Helps staff understand/participate in collective goal and shared decision-making processes. Assumes responsibility for the results of duties delegated to staff. Evaluates/documents staff performance.
 - Provides all students full access to educational opportunities. Evaluates curriculum for all K-12 courses. Directs the development of a unified curricular vision for the district.
 - Implements grade level curriculum aligned with state content standards.
 - Helps staff develop procedures to gauge student progress toward achievement benchmarks.
 - Organizes curriculum for library/media services, gifted/talented, ESL and summer school intervention programs. Manages the provision of home instruction services.
 - Facilitates assessment, adoption and integration of media/technology in all areas of the curriculum.
 - Recommends course additions/grade placements. Verifies graduation requirements.
 - Identifies/secures consultants and other resources necessary to attain individualized objectives.
 - Oversees student testing programs. Maintains test security. Establishes standardized procedures to ensure the accurate/timely recording and preservation of test data. Analyzes test results.
 - Uses longitudinal analysis of test results to identify ongoing/emerging student needs, relationships between interventions/achievements and time forecasts for students to master expected skills.
 - Identifies opportunities/methods for staff to share objective data with parents and the community.
 - Helps students understand/embrace ethical conduct and democratic values.
 - Resolves problems that impede student learning. Helps staff use timely tangible assessment data to identify teaching techniques, interventions and aligned resources best suited for each student.
 - Participates in collaborative planning of staff development/in-service training activities.
 - Serves on local professional growth committees as directed.
 - Manages the board-approved budget for assigned responsibilities. Controls costs. Requisitions equipment, supplies and services. Ensures program resources are equitably apportioned and appropriate for the purposes/needs of the district. Upholds fiscal accountability standards.
 - Evaluates operational performance. Identifies short/long-range program needs/opportunities.
 - Aligns annual budget/appropriation measure recommendations with district goals.
 - Explores alternative funding and ways to strengthen/expand the use of community resources.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Cultivates relationships that promote a strong commitment of public support for the district.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.

- **Enforces** drug-free workplace rules, board policies and administrative guidelines/procedures.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Provides leadership for the continuous advancement of **best practices and** academic standards.
- Respects privacy and maintains the confidentiality of privileged information.
- Sustains an effective and positive work/learning environment. Completes assigned duties on time.

3. Maintains open/effective communications. Serves as an information resource.

- Communicates district objectives/performance goals to stakeholders.
- Coordinates/chairs meetings, standing committees, conferences, special projects, etc.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Helps update/implement the district's emergency preparedness/crisis response plan.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations/guidelines when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: TREASURER/CFO

File 110

Reports to: Board of Education

Job Objective: Serves as fiscal adviser and secretary to the board of education.

Minimum Qualifications:

- Bachelor's degree in Business (with strong emphasis in accounting/finance practices) is preferred.
- that meet state department of education treasurer and business manager license requirements.
- Accounting/financial management skills substantiated by training/work experience.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Displays visionary and resolute leadership skills in developing/managing people.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- Obtains/submits to the board of education an approved treasurer's bond.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions:

1. Serves as chief fiscal officer and custodian of district funds.

- Participates as an active member of the administrative team.
- **Monitors/facilitates** compliance with relevant local, state and federal laws.
- Develops a work plan. Ensures essential tasks are completed within required time-frames.
- Keeps the superintendent and board informed about the district's financial status.
- Contributes to the development of a comprehensive district-wide strategic plan.
- Implements organizational practices that encourage employee commitment to change initiatives.
- Assists with the recruitment, selection, placement and orientation/training of assigned staff.
- Actively supervises department staff. Establishes appropriate levels of employee autonomy. Helps staff understand/participate in collective goal and shared decision-making processes. Assumes responsibility for the results of duties delegated to staff. Evaluates/documents staff performance.
- Maintains accurate financial accounts/records as prescribed and approved by auditor of state.
- Attends/makes board meeting presentations. Serves as board secretary, policy book custodian, and signing agent for authorized contracts. Maintains board minutes and legal records.
- Reviews/certifies state department of education financial reports.
- Arranges depository contracts with eligible banking institutions. Implements board-approved measures to achieve favorable investment returns.
- Publishes legal notices. Seeks legal opinions as needed to corroborate district responsibilities.
- Manages the timely collection of accounts receivable.
- Prepares revenue projections. Works with the superintendent to align annual budget/appropriation measures with district goals. Recommends appropriation modifications, transfers and advances.
- Explores alternative funding and ways to strengthen/expand the use of community resources.
- Reviews borrowing needs. Administers debt programs. Helps prepare prospectus for bond sales.
- Serves as district purchasing agent. Identifies vendors and evaluates products, services and costs (e.g., on-time delivery, order fulfillment accuracy, quality-control standards, technical support, etc.).
- Prepares competitive bid specifications. Negotiates favorable terms, volume discounts and long-term vendor contracts. Certifies purchase orders. Maintains procurement files (e.g., transmittal letters, contracts, confirmations, guarantees, etc.). Monitors vendor performance.
- Receives/approves and processes payments. Signs checks. Prepares 1099 forms.
- Administers property, liability and fleet insurance programs.
- Implements procedures to monitor and audit student activity accounts and building fund records.
- Conducts training activities to update district staff on financial accountability procedures.
- Oversees a perpetual inventory control system for fixed assets. Maintains depreciation schedules. Prepares an end-of-year inventory report.
- Maintains personnel files. Prepares salary schedules, contracts and wage change notices.
- Manages payroll/benefit functions (e.g., time sheets, paychecks, leave of absence, medical/life insurance, retirement, severance pay, unemployment, workers compensation, etc.).
- Participates in bargaining unit negotiations and hearing/grievance processes.
- Evaluates operational performance. Identifies short/long-range program needs/opportunities.
- Prepares/updates five-year forecast according to Auditor of State, ODE and OAC requirements.
- Prepares Comprehensive Annual Financial Report. Coordinates annual compliance audit.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- **Enforces** drug-free workplace rules, board policies and administrative guidelines/procedures.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.
- Sustains an effective and positive work/learning environment. Completes assigned duties on time.

3. Maintains open/effective communications. Serves as an information resource.

- Communicates district objectives/performance goals to stakeholders.
- Coordinates/chairs meetings, standing committees, conferences, special projects, etc.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Helps update/implement the district's emergency preparedness/crisis response plan.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed by the board of education.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations/guidelines when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: FINANCIAL SPECIALIST

File 201

Reports to: Treasurer/CFO

Job Objective: Performs duties that support effective treasurer's office services.

- Minimum Qualifications:**
- High school diploma. Associate degree in business (accounting/finance) preferred. Work skills substantiated by training and/or work experience using governmental accounting procedures and automated data processing systems. Ability to become proficient using state software (USAS/USPS) or equivalent financial reporting systems. Demonstrates proficiency using MS Excel or a comparable software program.
 - An acceptable score on a pre-employment skill test may be required.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Interacts comfortably/confidently with district staff and the public.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - Meets prerequisite qualifications to be bonded.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions: **1. Helps facilitate the effective delivery/advancement of fiscal operations and the timely attainment of department/district objectives.**

- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
- Greets/assists visitors. Answers/directs phone calls efficiently. Takes detailed messages.
- Prepares letters, memos, notes, E-mails, etc. Maintains calendars/schedules as directed.
- Sorts/distributes incoming, outgoing and interoffice mail and faxes.
- Prepares photocopies. Prints, collates, covers and binds reports and educational materials.
- Obtains/analyzes vendor price quotes. Prepares requisitions for administrative approval.
- Follows established office procedures to ensure the accurate/timely recording and preservation of documents. Maintains a systematic filing system that supports the efficient retrieval of records.
- Collects/organizes data for analysis. Helps interpret data for forecasting and/or reports.
- Reorders consumable office supplies as needed to maintain reliable service levels.
- Receives deliveries. Verifies contents with packing lists/purchase orders. Reconciles invoices for payment. Maintains a transaction/account balance ledger. Prepares requested recaps.
- Helps with special projects/committee activities as directed.
- Helps maintain essential office services during department staff absences.

Accounts Payable/Receivable Functions:

- Assists with bid package procedures (e.g., notice distribution, receives/safeguards proposals, etc.).
- Maintains procurement files (e.g., transmittal letters, contracts, confirmations, guarantees, etc.).
- Documents/maintains asset inventory records. Tags fixed assets as directed.
- Processes, certifies and mails purchase orders. Maintains vendor tax identification files.
- Prepares/processes account payable warrant checks.
- Reconciles, prepares and makes bank deposits.
- Processes staff expense requests. Investigates unsubstantiated charges. Distributes checks.
- Processes rental contracts/invoices. Records payments.
- Posts daily receipts, expenditures and investment transactions.
- Processes forms for special education reimbursements.
- Pursues the collection of delinquent accounts.
- Reconciles district cash monthly.

Payroll Functions:

- Verifies employees are placed on the correct salary schedule/experience level.
- Processes/distributes employee contracts, salary notices and other related personnel materials.
- Works with the human resource department to process enrollment forms and maintain employee health insurance/COBRA files. Collects/maintains payroll deduction authorization forms.
- Maintains medical, disability, personal/family leave and vacation records.
- Verifies time sheets. Calculates gross wages. Processes the payroll. Reconciles payroll records.
- Distributes paychecks/deposit confirmations forms as directed.

- Completes payroll reports and tax payments by required deadlines.
- Maintains monthly, quarterly and annual payroll reports. Prepares employee W-2 forms.
- Assists with reconciling district payroll account(s) monthly.
- Processes employment services, worker compensation and unemployment reports.
- Verifies authorized employment inquiries (e.g., loan applications, etc.).
- Processes termination and retirement forms. Maintains retirement records.

Student Activity Functions:

- Updates student accounts policy/purpose statements. Reviews and verifies student activity sales potential forms, sales summaries, ticket reconciliation, and student program affidavits.
- Operates the cash register or point-of-sale (POS) system. Follows district guidelines for personal checks/charges. Ensures money is exchanged correctly and cash is not left unattended.
- Prepares and posts a complete daily accounting of student account transactions/receipts.
- Assists with the collection of "non-sufficient funds" checks.
- Reconciles, prepares and makes bank deposits. Prepares documentation for audits. Submits completed records to the district administrative office.
- Processes time sheets for student workers.
- Uses state software for budget/revenue tracking and reporting.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy and maintains the confidentiality of privileged information.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications. Serves as an information resource.

- Ensures an alternative resource or contact information is available when away from the office.
- Facilitates communications between staff, parents, students and the community.
- Keeps informed about program/procedure changes.
- Learns staff names, titles and work schedules.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with department staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: COPY CENTER SPECIALIST

File 202

Reports to: Assigned administrator/supervisor

Job Objective: Provides imaging/printing services.

Minimum Qualifications:

- High school diploma. Work skills substantiated by training and/or work experience.
- An acceptable score on a pre-employment skill test may be required.
- Ability to perform physically demanding work that includes lifting/moving heavy items.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Interacts comfortably/confidently with district staff and the public.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions:

- 1. Performs imaging/printing services and ancillary duties that facilitate the timely attainment of department/district objectives.**
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
 - Routinely checks imaging/print equipment to ensure it is operational/available when needed.
 - Prepares photocopies. Prints, collates, covers and binds reports and educational materials.
 - Processes job orders. Scans documents for content errors. Controls costs and reduces waste through careful planning. Checks finished copies for printing flaws.
 - Documents completed projects (e.g., order number, date, quantity, etc.).
 - Follows established office procedures to ensure the accurate/timely recording and preservation of documents. Maintains a systematic filing system that supports the efficient retrieval of records.
 - Receives deliveries. Verifies contents with packing lists/purchase orders. Reconciles invoices for payment. Maintains a transaction/account balance ledger. Prepares requested recaps.
 - Reorders consumable office supplies as needed to maintain reliable service levels.
 - Helps with special projects/committee activities as directed.
 - Performs general housekeeping duties to maintain orderly work/storage areas.
- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy and maintains the confidentiality of privileged information.
 - Takes the initiative to perform routine tasks independently.
- 3. Maintains open/effective communications. Serves as an information resource.**
 - Ensures an alternative resource or contact information is available when away from the office.
 - Facilitates communications between staff, parents, students and the community.
 - Keeps informed about program/procedure changes.
 - Learns staff names, titles and work schedules.
 - Provides prompt notification of personal delays or absences.
 - Refers district policy interpretation questions to an appropriate administrator.
 - Seeks clarification when directives/expectations are unclear.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
 - Works with department staff to ensure shared resources are used effectively.
- 4. Pursues opportunities to enhance professional performance.**
 - **Participates in training** to keep current with professional standards associated with work **duties**.
 - Updates skills as needed to use available task-appropriate technology effectively.
 - Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: SECRETARY I (OFFICE/DEPARTMENT/PROGRAM)

File 204

Reports to: Assigned administrator/supervisor

Job Objective: Performs secretarial duties that support the effective delivery of office services.

- Minimum Qualifications:**
- High school diploma. Work skills substantiated by training and/or work experience.
 - Demonstrates proficiency using MS Excel or a comparable software program.
 - Displays advanced skills in language rules, spelling, proofreading, capitalization, punctuation, etc.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Interacts comfortably/confidently with district staff and the public.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - Speaks clearly using correct grammar. Bilingual ability is advantageous.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions: **1. Performs secretarial functions and ancillary duties that facilitate the timely attainment of district objectives.**

- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
- Greets/assists visitors. Answers/directs phone calls efficiently. Takes detailed messages.
- Prepares letters, memos, notes, E-mails, etc. Maintains calendars/schedules as directed.
- Sorts/distributes incoming, outgoing and interoffice mail and faxes.
- Prepares photocopies. Prints, collates, covers and binds reports and educational materials.
- Obtains/analyzes vendor price quotes. Prepares requisitions for administrative approval.
- Assists with bid package procedures (e.g., notice distribution, receives/safeguards proposals, etc.).
- Maintains procurement files (e.g., transmittal letters, contracts, confirmations, guarantees, etc.).
- Documents/maintains asset inventory records. Tags fixed assets as directed.
- Follows established office procedures to ensure the accurate/timely recording and preservation of documents. Maintains a systematic filing system that supports the efficient retrieval of records.
- Collects/organizes data for analysis. Helps interpret data for forecasting and/or reports.
- Records attendance data and maintains student attendance records.
- Receives deliveries. Verifies contents with packing lists/purchase orders. Reconciles invoices for payment. Uses state or alternative district software for budget/revenue tracking and reporting. Maintains a transaction/account balance ledger. Prepares requested recaps.
- Reorders consumable office supplies as needed to maintain reliable service levels.
- Helps with special projects/committee activities as directed.
- Helps maintain essential office services during department staff absences.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy and maintains the confidentiality of privileged information.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications. Serves as an information resource.

- Coordinates meetings, conferences and other departmental activities.
- Ensures an alternative resource or contact information is available when away from the office.
- Facilitates communications between staff, parents, students and the community.
- Keeps informed about program/procedure changes.
- Learns staff names, titles and work schedules.
- Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Resolves **issues** tactfully.
- Works with department staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title:	SECRETARY II (ADMINISTRATIVE-LEVEL)	File 205
Reports to:	Assigned administrator/supervisor	
Job Objective:	Performs secretarial duties that support the effective delivery of administrative services.	
Minimum Qualifications:	<ul style="list-style-type: none">· High school diploma. Work skills substantiated by training and/or work experience.· Demonstrates proficiency using MS Excel or a comparable software program.· Displays advanced skills in language rules, spelling, proofreading, capitalization, punctuation, etc.· Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.· Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.· Exhibits effective time management and resourceful problem-solving skills.· Follows complex instructions and recognize/correct errors independently.· Interacts comfortably/confidently with district staff and the public.· Maintains a record free of criminal violations that would prohibit public school employment.· Meets federal health screening requirements following a conditional offer of employment.· Speaks clearly using correct grammar. Bilingual ability is advantageous.· Shows evidence of core computer competencies deemed appropriate at the time of hire.	
Essential Functions:	<ol style="list-style-type: none">1. Performs administrative-level secretarial functions and ancillary duties that facilitate the timely attainment of department/district objectives.<ul style="list-style-type: none">· Manages multiple projects simultaneously. Maintains a high degree of accountability for results.· Develops a work plan. Ensures essential tasks are completed within required time-frames.· Keeps administrators aware of work progress/pending deadlines.· Greets/assists visitors. Answers/directs phone calls efficiently. Takes detailed messages.· Prepares letters, memos, notes, E-mails, etc. Maintains calendars/schedules as directed.· Sorts/distributes incoming, outgoing and interoffice mail and faxes.· Prepares photocopies. Prints, collates, covers and binds reports and educational materials.· Obtains/analyzes vendor price quotes. Prepares requisitions for administrative approval.· Assists with bid package procedures (e.g., notice distribution, receives/safeguards proposals, etc.).· Maintains procurement files (e.g., transmittal letters, contracts, confirmations, guarantees, etc.).· Documents/maintains asset inventory records. Tags fixed assets as directed.· Follows established office procedures to ensure the accurate/timely recording and preservation of documents. Maintains a systematic filing system that supports the efficient retrieval of records.· Records and maintains attendance/student data and student records.· Collects/organizes data for analysis. Helps interpret data for forecasting and/or reports.· Collects monies, prepares deposits and maintains various financial accounts.· Receives deliveries. Verifies contents with packing lists/purchase orders. Reconciles invoices for payment. Uses state or alternative district software for budget/revenue tracking and reporting. Maintains a transaction/account balance ledger. Prepares requested recaps.· Reorders consumable office supplies as needed to maintain reliable service levels.· Helps with special projects/committee activities as directed.· Helps maintain essential office services during department staff absences.2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.<ul style="list-style-type: none">· Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.· Cultivates relationships that promote a strong commitment of public support for the district.· Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.· Maintains a professional appearance. Wears work attire appropriate for the position.· Respects privacy and maintains the confidentiality of privileged information.· Sustains an effective and positive work/learning environment. Completes assigned duties on time.3. Maintains open/effective communications. Serves as an information resource.<ul style="list-style-type: none">· Coordinates meetings, conferences and other departmental activities.· Ensures an alternative resource or contact information is available when away from the office.· Facilitates communications between staff, parents, students and the community.· Keeps informed about program/procedure changes.· Learns staff names, titles and work schedules.· Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.	

- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with department staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Coordinates/participates in support service responses to unexpected/urgent situations.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: SECRETARY III (CONFIDENTIAL)

File 206

Reports to: Assigned administrator/supervisor

Job Objective: Performs secretarial duties that support the effective delivery of administrative services.

- Minimum Qualifications:**
- High school diploma. Work skills substantiated by training and/or work experience.
 - Ability to implement office administrative principles, practices, and procedures.
 - Demonstrates proficiency using MS Excel or a comparable software program.
 - Displays advanced skills in language rules, spelling, proofreading, capitalization, punctuation, etc.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Follows complex instructions and recognize/correct errors independently.
 - Interacts comfortably/confidently with district staff and the public.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - Speaks clearly using correct grammar. Bilingual ability is advantageous.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

- Essential Functions:**
- 1. Serves as a confidential secretary and personal assistant to one or more administrators.**
 - Manages multiple projects simultaneously. Maintains a high degree of accountability for results.
 - Develops a work plan. Ensures essential tasks are completed within required time-frames.
 - Keeps administrators aware of work progress/pending deadlines.
 - Greets/assists visitors. Answers/directs phone calls efficiently. Takes detailed messages.
 - Prepares letters, memos, notes, E-mails, etc. Maintains calendars/schedules as directed.
 - Sorts/distributes incoming, outgoing and interoffice mail and faxes.
 - Prepares photocopies. Prints, collates, covers and binds reports and educational materials.
 - Obtains/analyzes vendor price quotes. Prepares requisitions for administrative approval.
 - Assists with bid package procedures (e.g., notice distribution, receives/safeguards proposals, etc.).
 - Maintains procurement files (e.g., transmittal letters, contracts, confirmations, guarantees, etc.).
 - Documents/maintains asset inventory records. Tags fixed assets as directed.
 - Follows established office procedures to ensure the accurate/timely recording and preservation of documents. Maintains a systematic filing system that supports the efficient retrieval of records.
 - Records and maintains attendance/student data and student records.
 - Collects/organizes data for analysis. Helps interpret data for forecasting and/or reports.
 - Collects monies, prepares deposits and maintains various financial accounts.
 - Receives deliveries. Verifies contents with packing lists/purchase orders. Reconciles invoices for payment. Uses state or alternative district software for budget/revenue tracking and reporting.
 - Maintains a transaction/account balance ledger. Prepares requested recaps.
 - Reorders consumable office supplies as needed to maintain reliable service levels.
 - Helps with special projects/committee activities as directed.
 - Helps maintain essential office services during department staff absences.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Cultivates relationships that promote a strong commitment of public support for the district.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy and maintains the confidentiality of privileged information.
 - Sustains an effective and positive work/learning environment. Completes assigned duties on time.
 - 3. Maintains open/effective communications. Serves as an information resource.**
 - Coordinates meetings, conferences and other departmental activities.
 - Ensures an alternative resource or contact information is available when away from the office.
 - Facilitates communications between staff, parents, students and the community.
 - Keeps informed about program/procedure changes.
 - Learns staff names, titles and work schedules.
 - Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.

- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with department staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Coordinates/participates in support service responses to unexpected/urgent situations.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: SECRETARY IV (CONFIDENTIAL)

File 208

Reports to: Assigned to High School Principal

Job Objective: Performs secretarial duties that support the effective delivery of administrative services.

Minimum Qualifications:

- High school diploma. Work skills substantiated by training and/or work experience.
- Ability to implement office administrative principles, practices, and procedures.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Demonstrates proficiency using MS Excel or a comparable software program.
- Displays advanced skills in language rules, spelling, proofreading, capitalization, punctuation, etc.
- **Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.**
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- **Exhibits effective time management and resourceful problem-solving skills.**
- Follows complex instructions and recognize/correct errors independently.
- Interacts comfortably/confidently with district staff and the public.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets federal health screening requirements following a conditional offer of employment.
- Speaks clearly using correct grammar. Bilingual ability is advantageous.

Essential Functions:

- 1. Serves as a confidential secretary and personal assistant to High School Principal.**
 - Coordinates secretarial and clerical activities of the High School Office.
 - Assists with preparing reports and forms for master scheduling building.
 - Assists with the coordination of commencement and related activities/events.
 - Manages multiple projects simultaneously. Maintains a high degree of accountability for results.
 - Develops a work plan. Ensures essential tasks are completed within required time-frames.
 - Keeps administrators aware of work progress/pending deadlines.
 - Greets/assists visitors. Answers/directs phone calls efficiently. Takes detailed messages.
 - Prepares letters, memos, notes, E-mails, etc. Maintains calendars/schedules as directed.
 - Prepares photocopies. Prints, collates, covers and binds reports and educational materials.
 - Obtains/analyzes vendor price quotes. Prepares requisitions for administrative approval.
 - Assists with bid package procedures (e.g., notice distribution, receives/safeguards proposals, etc.).
 - Maintains procurement files (e.g., transmittal letters, contracts, confirmations, guarantees, etc.).
 - Documents/maintains asset inventory records. Tags fixed assets as directed.
 - Follows established office procedures to ensure the accurate/timely recording and preservation of documents. Maintains a systematic filing system that supports the efficient retrieval of records.
 - Collects/organizes data for analysis. Helps interpret data for forecasting and/or reports.
 - Receives deliveries. Verifies contents with packing lists/purchase orders. Reconciles invoices for payment. Uses state or alternative district software for budget/revenue tracking and reporting.
 - Maintains a transaction/account balance ledger. Prepares requested recaps.
 - Reorders consumable office supplies as needed to maintain reliable service levels.
 - Helps with special projects/committee activities as directed.
 - Helps maintain essential office services during department staff absences.
- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Cultivates relationships that promote a strong commitment of public support for the district.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy and maintains the confidentiality of privileged information.
 - Strives to develop rapport and serve as a positive role model for others.
 - Sustains an effective and positive work/learning environment. Completes assigned duties on time.
- 3. Maintains open/effective communications. Serves as an information resource.**
 - Coordinates meetings, conferences and other departmental activities.
 - Ensures an alternative resource or contact information is available when away from the office.
 - Facilitates communications between staff, parents, students and the community.
 - Keeps informed about program/procedure changes.
 - Learns staff names, titles and work schedules.
 - Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.

- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques to resolve concerns tactfully.
- Uses diplomacy when dealing with other people. Respects diversity.
- Works with department staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- Cross-trains with other office staff. Attends training/in-service programs as directed.
- Keeps current with emerging professional standards.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Coordinates/participates in support service responses to unexpected/urgent situations.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: RECEPTIONIST

File 207

Reports to: Assigned administrator/supervisor

Job Objective: Welcomes visitors. Operates the central office telephone system.

Minimum Qualifications:

- High school diploma. Work skills substantiated by training and/or work experience.
- Demonstrates proficiency using MS Excel or a comparable software program.
- Displays advanced skills in language rules, spelling, proofreading, capitalization, punctuation, etc.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Interacts comfortably/confidently with district staff and the public.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- Speaks clearly using correct grammar. Bilingual ability is advantageous.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions:

1. Performs receptionist/telephone operator functions, office support and ancillary duties that facilitate the timely attainment of district objectives.

- Compiles student registration materials and enters information into district database.
- Performs electronic fingerprinting for district staff and specific community employees; processes fingerprinting reports and distributes to Human Resource Director.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
- Trains relief operators.
- Greets/assists visitors. Answers/directs phone calls efficiently. Takes detailed messages.
- Responds to information requests from the public (e.g., student registration, district calendar, etc.).
- Helps prepare and disseminate informational pamphlets/notices and newsletters.
- Prepares letters, memos, notes, E-mails, etc. Maintains calendars/schedules as directed.
- Sorts/distributes incoming, outgoing and interoffice mail and faxes.
- Prepares photocopies. Prints, collates, covers and binds reports and educational materials.
- Follows established office procedures to ensure the accurate/timely recording and preservation of documents. Maintains a systematic filing system that supports the efficient retrieval of records.
- Helps process purchase orders and maintain related records (e.g., partially filled orders, monthly receipts, etc.) as directed.
- Collects/organizes data for analysis and/or reports.
- Receives, sorts, processes and distributes district mail.
- Receives deliveries. Notifies recipients about the receipt of packages.
- Reorders consumable office supplies as needed to maintain reliable service levels.
- Helps with special projects/committee activities as directed.
- Helps maintain essential services during central office support staff absences.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy and maintains the confidentiality of privileged information.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications. Serves as an information resource.

- Coordinates meetings, conferences and other departmental activities.
- Ensures an alternative resource or contact information is available when away from the office.
- Facilitates communications between staff, parents, students and the community.
- Keeps informed about program/procedure changes.
- Learns staff names, titles and work schedules.
- Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with department staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: **GIFTED PROGRAM COORDINATOR (TEACHER)** **File 301**

Reports to: Assistant Superintendent

Job Objective: Serves as the instructional leader of the Gifted/Talented Program. Plans, implements and assesses student learning experiences.

Minimum Qualifications:

- Valid state department of education license/certificate as determined at the time of appointment.
- Master's Degree and three years successful teaching experience.
- Ability to influence the district's cultural environment and student achievement through instructional program improvements based on evaluated data and research-based best practices.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Articulates a clear educational philosophy and sustainable program implementation strategy.
- Demonstrates a complete understanding of the characteristics and educational needs of gifted/talented students. Displays the ability to interpret test scores.
- Demonstrates leadership as a "hands-on" supervisor capable of developing/managing people.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- Skills in behavioral management techniques substantiated by training/work experience.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions:

- 1. Provides leadership for the development, coordination and implementation of high quality K-12 gifted program services in a supportive learning environment.**

- Develops a work plan. Ensures essential tasks are completed within required time-frames.
- Implements organizational practices that encourage employee commitment to change initiatives.
- Coordinates the development/implementation of policies, procedures and plans for the identification of gifted/talented students as directed by the board of education and ODE.
- Assists with the recruitment, selection, placement and orientation/training of program staff.
- Helps staff understand/participate in collective goal and shared decision-making processes.
- Meets with consulting teachers regularly to establish and implement district-wide goals.
- Directs the development of gifted/talented instructional practices, curriculum adaptations and learning environment enhancements that support high levels of student achievement.
- Collaborates with Learning Resources Services and Curriculum and Instruction departments to ensure the integration of services.
- Serves as a communication link between all K-12 programs concerning identification and delivery of services for gifted/talented students.
- Serves on the Curriculum Development Committee (CDC).
- Requisitions equipment, supplies and services. Ensures program resources are equitably apportioned and appropriate for the purposes/needs of the district. Maintains an inventory of gifted/talented program materials.
- Assists staff with program planning activities (e.g., assessment, guidance, identification, parent notification, participation criteria, placement, service options, testing, etc.).
- Coordinates gifted/talented enrichment programs and direct-service activities.
- Provides in-service training for administrators, counselors, teachers support staff, and parents regarding identification policies/procedures and program needs of gifted/talented students.
- Monitors literature on teaching effectiveness and disseminates/models best practices information.
- Serves as a liaison between district staff and others associated with the gifted/talented program.
- Coordinates student planning meetings. Qualifies student for program participation (e.g., achievement tests, grades, intelligence testing, teacher recommendations, etc.). Ensures assessment methods support unbiased planning activities.
- Collaborates with staff to identify/coordinate individualized strategies for program participants (e.g., accelerated learning, advanced placements, community/university credit programs, independent studies, mentoring, pull-out, team-teaching, etc.).
- Helps bring the influences of home and school together for the fullest benefit to the student.
- Maintains program records (e.g., registration forms, student rosters, attendance data, composite evaluations, etc.). Tracks statistical data and prepares reports required by the district and state department of education.
- Helps students understand/embrace ethical conduct and democratic values.

- Directs and performs instructional activities. Maintains a thorough understanding of subject matter and pedagogy (effective instructional strategies). Organizes subject content and learning goals. Prepares instructional materials.
Coordinates the development/implementation of lesson plans aligned with state standards/district curriculum goals and Written Education Plan (WEP) objectives.
- Evaluates student academic needs/learning styles. Develops educational experiences and varies instructional techniques to effectively engage/advance student learning.
- Uses formal/informal assessment strategies to monitor student progress. Provides effective detailed feedback to students using formative/summative assessments.
- Uses a data-driven approach to analyze assessments and alter/enhance lesson plans.
- Collaborates with colleagues to meet department/subject area goals.
- Resolves problems that impede student learning. Helps identify teaching techniques, interventions and aligned resources best suited for each student. Monitors the efficacy of interventions.
- Observes student demeanor. Investigates/reports atypical behavior **when observed**.
- Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, self-reliance and reflective problem-solving skills.
- Facilitates student learning activities that encourage teamwork and positive peer relationships.
- Evaluates student achievement/performance. Prepares progress/**interim** reports and **report cards**.
- Assists with student testing programs. Maintains test security. Establishes procedures to ensure the accurate/timely recording /preservation of test data. Analyzes test results.
- Ensures student lists and teaching materials are readily available for substitutes.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Wears work attire appropriate for the position.
- Provides leadership for the continuous advancement of **best practices and** academic standards.
- Respects privacy and maintains the confidentiality of privileged information.
- Sustains an effective and positive work/learning environment. Completes assigned duties on time.

3. Maintains open/effective communications. Serves as an information resource.

- Communicates district objectives/performance goals to stakeholders.
- Coordinates/chairs meetings, standing committees, conferences, special projects, etc.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Helps update/implement the district's emergency preparedness/crisis response plan.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: GUIDANCE/SCHOOL COUNSELOR **File 302**

Reports to: Assigned administrator/supervisor

Job Objective: Plans/implements a comprehensive developmental guidance and counseling program consistent with the district's mission and mandated requirements.

Minimum Qualifications:

- Valid state department of education license/certificate as determined at the time of appointment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions:

1. Provides preventive and developmental counseling to help students enhance decision-making skills that support academic, personal, and social growth.

- Assists with program planning. Identifies opportunities to enhance learning environments that support high levels of student achievement. Supports curriculum implementation activities.
- Keeps current with intervention design research and contributes to the collaborative development of dropout prevention, re-entry and school completion strategies for at-risk students.
- Monitors student attendance/performance data to identify students struggling academically.
- Documents observations of students in classroom and other program settings.
- Investigates student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral problems, poverty, pregnancy/parenting, self-esteem, substance abuse, etc.).
- Allots time for individual/group counseling. Helps students acquire/improve personal skills (e.g., accountability, interpersonal communication, responsible behavior, self-confidence, etc.).
- Participates in a differentiated referral system (i.e., informal intervention process) that allows staff/parents to request an evaluation and/or consultation for non-disabled students.
- **Assists with the administration of** standardized tests e.g., Terra Nova, **OAA**, OGT, etc.).
- Writes Section 504 plans. Serves as a staff and parents resource for 504 plan implementation.
- Helps resolve problems that impede student learning. Ensures assessment methods support unbiased planning activities. Develops intervention strategies that produce tangible evidence-based benefits within specified time-frames. Protects the privacy of student information.
- Observes student demeanor. Investigates/reports atypical behavior **when observed**.
- Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, self-reliance and reflective problem-solving skills.
- Facilitates student learning activities that encourage teamwork and positive peer relationships.
- Assists with drug/harassment/violence prevention and school safety programs.
- Helps students understand/embrace ethical conduct and democratic values.

Additional Elementary-Level and Intermediate/Middle Duties:

- Helps students understand academic requirements associated with vocational objectives and the interrelationships of good citizenship, school, work and family life.
- Facilitates student transitions (e.g., program placements, promotion to the next grade level, etc.).

Additional High School-Level Duties:

- Facilitates student transitions (e.g., alternative programs, promotion/graduation, school to work, post-secondary program enrollment, employment, etc.).
- Guides students in the investigation of individualized educational, vocational and personal goals.
- Helps students identify personal competencies/interests. Helps students use career-focused resource materials to understand academic requirements associated with vocational objectives.
- Provides employment and post-secondary training information (e.g., college, university, technical, proprietary schools; military services, etc.). Updates scholarships and financial aid information.
- Serves as a contact person and helps students enroll in the joint vocational school.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Completes all assigned duties.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Wears work attire appropriate for the position.
- **Participates in the development of best practices and** advancement of academic standards.
- Respects privacy and maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as an information resource.

- Actively participates in meetings, conferences and other required school activities.
- Communicates program objectives/performance expectations to students/parents and staff.
- Monitors intervention efficacy and recommends modifications as needed to improve outcomes.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

4. Pursues opportunities to enhance professional performance.

- **Participates in training to** keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title:	INTERN	File 303
Reports to:	Assigned district administrator/supervisor and college/university academic adviser	
Job Objective:	Performs assigned duties under the supervision of district and college/university supervisors.	
Minimum Qualifications:	<ul style="list-style-type: none">· Meets prerequisite requirements established by the college/university and school district.· Adheres to the <i>Licensure Code of Professional Conduct for Ohio Educators</i>.· Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.· Exhibits a strong work ethic, high energy level and a commitment to professional advancement.· Exhibits effective time management and resourceful problem-solving skills.· Maintains a record free of criminal violations that would prohibit public school employment.· Meets federal health screening requirements following a conditional offer of employment.· Shows evidence of core computer competencies deemed appropriate at the time of hire.	
Essential Functions:	<ol style="list-style-type: none">1. Works toward mastery of competencies delineated by district and academic advisers.<ul style="list-style-type: none">· Follows the established work/training schedule. Consults with supervisors to resolve concerns (e.g., regulations, board policies, administrative practices, building/program schedules, etc.).· Assumes responsibility for learning all emergency procedures (e.g., evacuations, lock downs, adverse weather, power failures, etc.). Promptly reports work-related injuries to a supervisor.· Learns the proper procedure for operating equipment associated with the assignment.· Assists with pupil management. Participates in student planning meetings as directed.· Helps ensure assessment methods support unbiased planning activities.· Follows district protocols to protect the privacy of student information.· Collaborates with staff to plan/implement student interventions.· Observes student demeanor. Investigates/reports atypical behavior when observed.· Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, self-reliance and reflective problem-solving skills.· Facilitates student learning activities that encourage teamwork and positive peer relationships.· Prepares a written summary of work completed as directed.· Helps students understand/embrace ethical conduct and democratic values.2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.<ul style="list-style-type: none">· Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.· Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.· Wears work attire appropriate for the position.· Provides leadership for the continuous advancement of best practices and academic standards.· Respects privacy and maintains the confidentiality of privileged information.3. Maintains open/effective communications. Serves as an information resource.<ul style="list-style-type: none">· Prepares/maintains accurate records. Submits required paperwork on time.· Provides prompt notification of personal delays or absences.· Refers district policy interpretation questions to an appropriate administrator.· Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.· Works with staff to ensure shared resources are used effectively.4. Pursues opportunities to enhance professional performance.<ul style="list-style-type: none">· Participates in training to keep current with professional standards associated with work duties.· Updates skills as needed to use available task-appropriate technology effectively.· Works toward mastery of individualized development/performance goals as directed.5. Takes precautions to ensure safety. Helps manage/eliminate risks.<ul style="list-style-type: none">· Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Complies with district procedures and state law when dealing with discrimination and suspected child abuse/neglect.6. Performs other specific job-related duties as directed.<ul style="list-style-type: none">· Assists with unexpected/urgent situations as needed.· Helps implement workplace initiatives that advance district goals.	

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: LIBRARY/MEDIA SPECIALIST **File 304**

Reports to: Assigned administrator/supervisor

Job Objective: Teaches and promotes the effective use of library/media resources.

Minimum Qualifications:

- Valid state department of education license/certificate as determined at the time of appointment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions:

- 1. Helps teachers/students locate and use information and media resources effectively.**
 - Assists with program planning. Identifies opportunities to enhance learning environments that support high levels of student achievement. Supports curriculum implementation activities.
 - Evaluates operational performance. Identifies short/long-range program needs/opportunities.
 - Monitors the board-approved budget. Prepares an end-of-year inventory report for fixed assets.
 - Formulates annual budget recommendations aligned with district goals.
 - Explores alternative funding and ways to strengthen/expand the use of community resources.
 - Updates the library/media collection. Controls costs. Upholds fiscal accountability standards.
 - Maintains an orderly circulation system. Catalogs acquisitions. Keeps books, periodicals and reference materials properly shelved. Maintains the school's electronic library media resources.
 - Processes loans/returns. Prepares overdue notices. Reserves teacher-requested materials.
 - Complies with district procedures to account for the collection of authorized student fees and fines.
 - Provides orientation sessions. Helps staff to improve student learning through the effective use of library/media resources. Helps staff/students understand copyright and intellectual property laws.
 - Uses a variety of strategies to introduce new library/media resources to students (e.g., E-mails, websites, displays, etc.) and stimulate interest in life-long learning.
 - Helps staff/students use program resources effectively (e.g., computers, peripherals, videos, CD-ROMs, audio tapes, etc.). Guides students in the use of the Internet/Web-related technologies (e.g., digital tools, online catalogs, classroom blogs, compilation sites, WebQuests, etc.).
 - Responds to technical support requests. Assists students as needed to access stored work, e-learning resources, communicate/collaborate with peers, track progress, etc.
 - Guides students in the development of research skills. Provides programs that encourage reading.
 - Helps students identify additional library/media and distance learning resources in the community.
 - Uses formal/informal assessment strategies to manage student learning and monitor progress.
 - Helps resolve problems that impede student learning. Ensures assessment methods support unbiased planning activities. Develops intervention strategies that produce tangible evidence-based benefits within specified time-frames. Protects the privacy of student information.
 - Observes student demeanor. Investigates/reports atypical behavior **when observed**.
 - Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, self-reliance and reflective problem-solving skills.
 - Facilitates student learning activities that encourage teamwork and positive peer relationships.
 - Administers/proctors state and district testing activities. Upholds mandated security procedures.
 - Helps students understand/embrace ethical conduct and democratic values.
- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Wears work attire appropriate for the position.
 - **Participates in the development of best practices and** advancement of academic standards.
 - Respects privacy and maintains the confidentiality of privileged information.
- 3. Maintains open/effective communications. Serves as an information resource.**
 - Actively participates in meetings, conferences and other required school activities.
 - Communicates program objectives/performance expectations to students/parents and staff.
 - Monitors intervention efficacy and recommends modifications as needed to improve outcomes.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: OCCUPATIONAL THERAPIST **File 305**

Reports to: Assigned administrator/supervisor

Job Objective: Provides occupational therapy services to help students benefit from the educational program.

Minimum Qualifications:

- Valid state department of education license/certificate as determined at the time of appointment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions:

- 1. Evaluates students and helps design educationally relevant developmental programs as a collaborative member of the educational team.**
 - Participates in multi-factored evaluations (MFE). Evaluates students needs. Documents observations and maintains student records. Recommends services relevant to needs.
 - Assists with program planning. Identifies opportunities to enhance learning environments that support high levels of student achievement.
 - Supports curriculum implementation activities.
 - Helps resolve problems that impede student learning. Ensures assessment methods support unbiased planning activities. Develops intervention strategies that produce tangible evidence-based benefits within specified time-frames. Protects the privacy of student information.
 - Helps staff incorporate therapy goals into Individualized Education Plans (IEP). Helps stakeholders understand how therapy activities relate to the educational program.
 - Guides students in therapy regimens and use of equipment relevant to needs. Helps students increase strength, dexterity, coordination and endurance.
 - Assists with classroom positioning to promote proper joint alignment and postural stability. Addresses activities of daily living necessary in educational/vocational settings.
 - Evaluates and recommends activities that support/enhance sensory processing skills.
 - Devises/adapts equipment and fabricates splints that facilitate therapy outcomes.
 - Teaches skills that help students manage the learning environment (e.g., assistive technology, augmentative devices, use of instructional/media resources, access/proximity to activities, etc.).
 - Handles disruptive students effectively. Emphasizes courtesy. Provides fair discipline firmly.
 - Helps students improve behavior that limit participation in traditional school environments.
 - Observes student demeanor. Investigates/reports atypical behavior **when observed**.
 - Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, self-reliance and reflective problem-solving skills.
 - Facilitates student learning activities that encourage teamwork and positive peer relationships.
 - Provides information to help families assist students with therapy activities at home.
 - Documents student progress and prepares recommendations that comply with state requirements.
 - Helps students understand/embrace ethical conduct and democratic values.

- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Wears work attire appropriate for the position.
 - **Participates in the development of best practices and** advancement of academic standards.
 - Respects privacy and maintains the confidentiality of privileged information.

- 3. Maintains open/effective communications. Serves as an information resource.**
 - Actively participates in meetings, conferences and other required school activities.
 - Communicates program objectives/performance expectations to students/parents and staff.
 - Monitors intervention efficacy and recommends modifications as needed to improve outcomes.
 - Prepares/maintains accurate records. Submits required paperwork on time.
 - Provides prompt notification of personal delays or absences.
 - Refers district policy interpretation questions to an appropriate administrator.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

4. Pursues opportunities to enhance professional performance.

- **Participates in training to** keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: PHYSICAL THERAPIST

File 306

Reports to: Assigned administrator/supervisor

Job Objective: Provides physical therapy services to help students benefit from the educational program.

- Minimum Qualifications:**
- Valid state department of education license/certificate as determined at the time of appointment.
 - Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

- Essential Functions:**
- 1. Evaluates students and helps design educationally relevant developmental programs as a collaborative member of the educational team.**
 - Participates in multi-factored evaluations (MFE). Evaluates students needs. Documents observations and maintains student records. Recommends services relevant to needs.
 - Assists with program planning. Identifies opportunities to enhance learning environments that support high levels of student achievement. Supports curriculum implementation activities.
 - Helps resolve problems that impede student learning. Ensures assessment methods support unbiased planning activities. Develops intervention strategies that produce tangible evidence-based benefits within specified time-frames. Protects the privacy of student information.
 - Writes and helps staff incorporate therapy goals into Individualized Education Plans (IEP). Helps stakeholders understand how therapy activities relate to the educational program.
 - Guides students in therapy regimens and use of equipment relevant to needs. Helps students increase strength, dexterity, coordination and endurance. Works with students to improve mobility, restore function, diminish or relieve pain and limit the advent permanent physical disabilities.
 - Devises/adapts equipment and fabricates splints that facilitate therapy outcomes.
 - Teaches skills that help students manage the learning environment (e.g., assistive technology, augmentative devices, use of instructional/media resources, access/proximity to activities, etc.).
 - Handles disruptive students effectively. Emphasizes courtesy. Provides fair discipline firmly.
 - Helps students improve behavior that limit participation in traditional school environments.
 - Observes student demeanor. Investigates/reports atypical behavior **when observed**.
 - Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, self-reliance and reflective problem-solving skills.
 - Facilitates student learning activities that encourage teamwork and positive peer relationships.
 - Provides information to help families assist students with therapy activities at home.
 - Documents student progress and prepares recommendations that comply with state requirements.
 - Helps students understand/embrace ethical conduct and democratic values.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Wears work attire appropriate for the position.
 - **Participates in the development of best practices and** advancement of academic standards.
 - Respects privacy and maintains the confidentiality of privileged information.
 - 3. Maintains open/effective communications. Serves as an information resource.**
 - Actively participates in meetings, conferences and other required school activities.
 - Communicates program objectives/performance expectations to students/parents and staff.
 - Monitors intervention efficacy and recommends modifications as needed to improve outcomes.
 - Prepares/maintains accurate records. Submits required paperwork on time.
 - Provides prompt notification of personal delays or absences.
 - Refers district policy interpretation questions to an appropriate administrator.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
 - 4. Pursues opportunities to enhance professional performance.**
 - **Participates in training to** keep current with professional standards associated with work **duties**.

- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: SCHOOL NURSE

File 307

Reports to: Assigned administrator/supervisor

Job Objective: Plans/implements a comprehensive school health service program.

NOTE: Student/staff assessment/treatment is limited to the evaluation of symptoms and administering emergency first aid. Duties may require traveling to buildings throughout the district.

- Minimum Qualifications:**
- Holds a BSN degree and a valid state nursing license.
 - Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions: **1. Provides preventive student health services that protect/maintain student health, provide for a general sense of well-being and support the capacity for academic success.**

- Assists with program planning. Identifies opportunities to enhance learning environments that support high levels of student achievement. Supports curriculum implementation activities.
- Serves as district safety director, blood-borne pathogen compliance officer and staff trainer. Identifies hazards and recommends/implements remedial procedures.
- Prepares the school clinic. Requisitions supplies as needed to maintain dependable service.
- Implements procedures to ensure that medicines are administered and stored safely.
- Assists sick and injured students. Administers first aid. Investigates and documents injuries.
- Reviews medical emergency authorization forms. Ensures permission forms are on file as needed for the release of health information. Communicates information to staff when required.
- Ensures required state minimum student health screening activities are completed.
- Ensures the immunization status of all students complies with state law.
- Evaluates visual, hearing, or other student health concerns. Recommends medical referrals.
- Consults with student's doctor to make exclusion or school readmission recommendations.
- Consults with staff to facilitate the early identification of health risks.
- Assesses student health conditions and develops nursing care plans. Coordinates in-service training for staff providing care for students with special medical needs.
- Helps students monitor and manage acute/chronic medical conditions as needed.
- Helps resolve problems that impede student learning. Ensures assessment methods support unbiased planning activities. Develops intervention strategies that produce tangible evidence-based benefits within specified time-frames. Protects the privacy of student information.
- Observes student demeanor. Investigates/reports atypical behavior **when observed**.
- Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, self-reliance and reflective problem-solving skills.
- Facilitates student learning activities that encourage teamwork and positive peer relationships.
- Assists with drug/harassment/violence prevention and school safety programs.
- Helps students understand/embrace ethical conduct and democratic values.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Wears work attire appropriate for the position.
- **Participates in the development of best practices and** advancement of academic standards.
- Respects privacy and maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as an information resource.

- Actively participates in meetings, conferences and other required school activities.
- Communicates program objectives/performance expectations to students/parents and staff.
- Monitors intervention efficacy and recommends modifications as needed to improve outcomes.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.

- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title:	SCHOOL PSYCHOLOGIST	File 308
Reports to:	Assigned administrator/supervisor	
Job Objective:	Provides psycho-educational assessments, program planning and consultation services consistent with the district's mission and mandated requirements.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid state department of education license/certificate as determined at the time of appointment.· Adheres to the <i>Licensure Code of Professional Conduct for Ohio Educators</i>.· Behavioral management skills substantiated by training/work experience.· Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.· Exhibits effective time management and resourceful problem-solving skills.· Maintains a record free of criminal violations that would prohibit public school employment.· Meets federal health screening requirements following a conditional offer of employment.· Shows evidence of core computer competencies deemed appropriate at the time of hire.	
Essential Functions:	<p>1. Provides student assessments to identify developmental, learning and/or behavioral problems. Develops intervention plans to prevent/remediate identified concerns.</p> <ul style="list-style-type: none">· Coordinates the multi-factored evaluation (MFE) process and parent/student conferences.· Conducts evaluations for non-public school programs.· Participates in play-based preschool assessments when requested.· Conducts early entrance and gifted evaluations.· Conducts transition meetings for the Help Me Grow Program.· Evaluates students' needs. Administers/interprets diagnostic tests. Documents observations and maintains student records. Recommends services relevant to needs.· Assists with program planning. Identifies opportunities to enhance learning environments that support high levels of student achievement. Supports curriculum implementation activities.· Keeps current with intervention design research and contributes to the collaborative development of dropout prevention, re-entry and school completion strategies for at-risk students.· Monitors student attendance/performance data to identify students struggling academically.· Investigates student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral problems, poverty, pregnancy/parenting, self-esteem, substance abuse, etc.).· Allots time for individual/group counseling. Helps students acquire/improve personal skills (e.g., accountability, interpersonal communication, responsible behavior, self-confidence, etc.).· Participates in a differentiated referral system (i.e., informal intervention process) that allows staff/parents to request an evaluation and/or consultation for non-disabled students.· Helps resolve problems that impede student learning. Ensures assessment methods support unbiased planning activities. Develops intervention strategies that produce tangible evidence-based benefits within specified time-frames. Protects the privacy of student information.· Conducts and/or participates in manifestation determination and functional behavior assessments meetings.· Contributes to the development of crisis response plans to address aggressive student behavior.· Evaluates students for Section 504 needs. Helps staff with Individualized Education Plans (IEP).· Completes Evaluation Team Reports (ETR) by required deadlines.· Observes student demeanor. Investigates/reports atypical behavior when observed.· Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, self-reliance and reflective problem-solving skills.· Facilitates student learning activities that encourage teamwork and positive peer relationships.· Assists with drug/harassment/violence prevention and school safety programs.· Helps students understand/embrace ethical conduct and democratic values. <p>2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.</p> <ul style="list-style-type: none">· Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.· Contributes to an effective and positive work/learning environment. Completes all assigned duties.· Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.· Wears work attire appropriate for the position.· Participates in the development of best practices and advancement of academic standards.· Respects privacy and maintains the confidentiality of privileged information.	

3. Maintains open/effective communications. Serves as an information resource.

- Actively participates in meetings, conferences and other required school activities.
- Communicates program objectives/performance expectations to students/parents and staff.
- Monitors intervention efficacy and recommends modifications as needed to improve outcomes.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT
JOB DESCRIPTION – DRAFT: APRIL 19, 2012

Title: SCHOOL SOCIAL WORKER

File 309

Reports To: Assigned administrator/supervisor

Job Objective: Provides psychosocial assessments, program planning and consultation services consistent with the district's mission and mandated requirements.

Minimum Qualifications:

- Master's degree in social work or equivalent training. Valid CSWMFT Board social worker license. LISW is preferred. Ohio Department of Education pupil services school social worker certification.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Behavioral management skills substantiated by training/work experience. Duties may require agility, physical strength, and stamina to address the needs of students with behavior problems.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions:

1. Assesses the social/emotional needs of students related to learning and improves the lines of communication between home, school and community. Helps develop intervention plans to prevent/remediate identified concerns.

- Assesses student needs. Designs/implements programs to improve school success for all students. Communicates regularly with school administrators.
- Assists with program planning. Identifies opportunities to enhance learning environments that support high levels of student achievement. Supports curriculum implementation activities.
- Keeps current with intervention design research and contributes to the collaborative development of dropout prevention, re-entry and school completion strategies for at-risk students.
- Monitors student attendance/performance data to identify students struggling academically.
- Documents observations of students in classroom and other program settings.
- Investigates student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral problems, poverty, pregnancy/parenting, self-esteem, substance abuse, etc.).
- Allots time for individual/group counseling. Helps students acquire/improve personal skills (e.g., accountability, interpersonal communication, responsible behavior, self-confidence, etc.).
- Facilitates group meetings (e.g., grief/loss, stress/anger management, social skills, etc.).
- Participates in a differentiated referral system (i.e., informal intervention process) that allows staff/parents to request an evaluation and/or consultation for non-disabled students.
- Participates as a member of the district crisis management team.
- Helps the multi-factored evaluation (MFE) team evaluate student emotional/behavioral concerns.
- Helps resolve physical/mental problems that impede student learning. Ensures assessment methods support unbiased planning activities.
- Develops intervention strategies that produce tangible evidence-based benefits within specified time-frames. Protects the privacy of student information.
- Participates in manifestation determination and functional behavior assessments meetings.
- Contributes to the development of crisis response plans to address aggressive student behavior.
- Helps staff prepare Section 504 or Individualized Education Plans (IEP).
- Observes student demeanor. Investigates/reports atypical behavior **when observed**.
- Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, self-reliance and reflective problem-solving skills.
- Facilitates student learning activities that encourage teamwork and positive peer relationships.
- Assists with drug/harassment/violence prevention and school safety programs.
- Helps students understand/embrace ethical conduct and democratic values.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Wears work attire appropriate for the position.
- **Participates in the development of best practices and** advancement of academic standards.
- Respects privacy and maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as an information resource.

- Actively participates in meetings, conferences and other required school activities.
- Communicates program objectives/performance expectations to students/parents and staff.
- Monitors intervention efficacy and recommends modifications as needed to improve outcomes.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: SPECIAL EDUCATION PROGRAM SUPPORT/LRS COORDINATOR **File 310**

Reports to: Assigned administrator/supervisor

Job Objective: Provides instructional and support services for program staff.

Minimum Qualifications:

- Valid state department of education license/certificate as determined at the time of appointment.
- Ability to apply broad-based curriculum designs, instructional technology applications and individualized intervention techniques/methods based on a diagnostic-prescriptive approach.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Articulates a clear educational philosophy and sustainable program implementation strategy.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Demonstrates leadership as a “hands-on” supervisor capable of developing/managing people.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- Skills in behavioral management techniques substantiated by training/work experience.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions:

1 Provides leadership for the collaborative development and implementation of intervention plans that help students meet state academic content and performance standards. Helps teachers effectively utilize best practices in lesson design and classroom delivery.

- Pursues learning environment enhancements that support high levels of student achievement.
- Ensures essential tasks are completed within required time-frames.
- Implements organizational practices that encourage employee commitment to change initiatives.
- Fosters an ethos of mutual respect, teamwork and accountability at all system levels. Maintains strong communication links between administrators, staff, students, families and the community.
- Monitors state standards/guidelines, school improvement priorities and research-based strategies (e.g., curriculum alignment, effective school management, data-driven continuous improvement plans, evidence-based teaching/learning practices, positive school environments, etc.).
- Helps staff understand/participate in collective goal and shared decision-making processes.
- Helps staff develop a complete understanding of program format, components and instructional delivery methods/strategies.
- Models teaching techniques/best practices. Uses a variety of strategies to help teachers improve pupil management, organizational and instructional skills (e.g., coaching, communities of practice, consultation, lesson study, mentoring, etc.).
- Uses longitudinal analysis of test results to identify ongoing/emerging student needs, relationships between interventions/achievements and time forecasts for students to master expected skills.
- Helps staff use timely tangible student data to make informed decisions that support continuous improvement and gauge progress toward achievement benchmarks.
- Coordinates student meetings. Resolves problems that impede student learning. Ensures assessment methods support unbiased planning activities.
- Helps staff identify specific teaching techniques, interventions and aligned resources best suited for each student. Identifies performance gaps/trends. Helps prioritize core performance objectives.
- Maintains teaching and learning resource materials that support program activities.
- Assesses program performance.
- Prepares short/long-range program recommendations (e.g., deployment of program resources, implementation time-frames, staffing, scheduling/time management strategies, training, etc.).
- Observes student demeanor. Investigates/reports atypical behavior **when observed**.
- Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, self-reliance and reflective problem-solving skills.
- Facilitates student learning activities that encourage teamwork and positive peer relationships.
- Coordinates the selection and procurement of program equipment/materials. Ensures program resources are equitably apportioned and appropriate for the purposes/needs of the district.
- Helps students understand/embrace ethical conduct and democratic values.

2. Exemplifies professionalism and fosters goodwill to enhance the district’s public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.

- Wears work attire appropriate for the position.
- Provides leadership for the continuous advancement of **best practices and** academic standards.
- Respects privacy and maintains the confidentiality of privileged information.
- Sustains an effective and positive work/learning environment. Completes assigned duties on time.

3. Maintains open/effective communications. Serves as an information resource.

- Communicates district objectives/performance goals to stakeholders.
- Coordinates/chairs meetings, standing committees, conferences, special projects, etc.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training to** keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Helps update/implement the district's emergency preparedness/crisis response plan.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title:	SPEECH LANGUAGE PATHOLOGIST	File 311
Reports to:	Assigned administrator/supervisor	
Job Objective:	Provides speech language services to help students benefit from the educational program.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid state department of education license/certificate as determined at the time of appointment.· Holds a valid state board of speech-language pathology and audiology license. Holds American Speech-Language Hearing Association Certificate of Clinical Competence (ASHA CCC's).· Adheres to the <i>Licensure Code of Professional Conduct for Ohio Educators</i>.· Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.· Exhibits effective time management and resourceful problem-solving skills.· Maintains a record free of criminal violations that would prohibit public school employment.· Meets federal health screening requirements following a conditional offer of employment.· Shows evidence of core computer competencies deemed appropriate at the time of hire.	
Essential Functions:	<ol style="list-style-type: none">1. Evaluates students and helps design educationally relevant developmental programs as a collaborative member of the educational team.<ul style="list-style-type: none">· Performs screening activities (e.g., child find, new students, grades designated by the board, etc.).· Performs follow-up activities with students who have not passed earlier screening procedures.· Conducts evaluations for non-public school programs.· Participates in play-based preschool assessments when requested.· Effectively manages the speech-language caseload including scheduling therapy, parent/team meetings and completing progress reports.· Evaluates students' needs. Interprets data, observations, norm-reference and criterion-reference test results in order to qualify students for speech-language services.· Generates ETR reports documenting student strengths, needs and assessment results.· Completes Evaluation Team Reports (ETR) by required deadlines.· Participates in multi-factored evaluations (MFE). Writes/implements and documents Individualized Education Plans (IEP) goals and objectives according to need and baseline data.· Documents observations and maintains student records.· Assists with program planning. Identifies opportunities to enhance learning environments that support high levels of student achievement. Supports curriculum implementation activities.· Helps resolve problems that impede student learning. Ensures assessment methods support unbiased planning activities. Develops intervention strategies that produce tangible evidence-based benefits within specified time-frames. Protects the privacy of student information.· Helps staff incorporate therapy goals into classroom activities. Helps stakeholders understand how therapy activities relate to the educational program.· Uses a variety of treatment techniques to address speech/language disorders (e.g., verbal/written language, voice, articulation, fluency, interactive communication, auditory and/or visual processing, cognition/communication, etc.).· Teaches skills that help students manage the learning environment (e.g., assistive technology, augmentative devices, use of instructional/media resources, access/proximity to activities, etc.).· Handles disruptive students effectively. Emphasizes courtesy. Provides fair discipline firmly.· Helps students improve behavior that limit participation in traditional school environments.· Observes student demeanor. Investigates/reports atypical behavior when observed.· Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, self-reliance and reflective problem-solving skills.· Facilitates student learning activities that encourage teamwork and positive peer relationships.· Provides information to help families assist students with therapy activities at home.· Documents student progress and prepares recommendations that comply with state requirements.· Helps students understand/embrace ethical conduct and democratic values.2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.<ul style="list-style-type: none">· Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.· Contributes to an effective and positive work/learning environment. Completes all assigned duties.· Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.· Wears work attire appropriate for the position.· Participates in the development of best practices and advancement of academic standards.· Respects privacy and maintains the confidentiality of privileged information.	

3. Maintains open/effective communications. Serves as an information resource.

- Actively collaborates with team members to support student needs.
- Actively participates in meetings, conferences and other required school activities.
- Adheres to IEP and MFE compliance guidelines including required paperwork and timelines.
- Communicates program objectives/performance expectations to students/parents and staff.
- Monitors intervention efficacy and recommends modifications as needed to improve outcomes.
- Portrays assessment results and IEP goals to parents/team in a clear/concise manner.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: **TEACHER**

File 312

Reports to: Principal

Job Objective: Plans, implements and assesses student learning experiences.

- Minimum Qualifications:**
- Valid state department of education license/certificate as determined at the time of appointment.
 - Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions:

1. Maintains a thorough understanding of subject matter and pedagogy (effective instructional strategies). Organizes subject content and learning goals. Prepares instructional materials.

- Assists with program planning. Identifies opportunities to enhance learning environments that support high levels of student achievement. Develops, evaluates, and revises curriculum.
- Teaches assigned classes/subject matters as scheduled. Develops/implements lesson plans aligned with state standards/district curriculum goals.
- Evaluates student academic needs/learning styles. Develops educational experiences and varies instructional techniques to effectively engage/advance student learning.
- Uses formal/informal assessment strategies to monitor student progress. Provides effective detailed feedback to students using formative/summative assessments.
- Uses a data-driven approach to analyze assessments and alter/enhance lesson plans.
- Collaborates with colleagues to meet department/subject area goals.
- Uses impartial assessment methods to identify and resolve problems that impede student learning.
- Plans/implements intervention strategies that produce tangible evidence-based benefits within specified time-frames. Protects the privacy of student information.
- Observes student demeanor. Investigates/reports atypical behavior **when observed**.
- Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, self-reliance and reflective problem-solving skills.
- Facilitates student learning activities that encourage teamwork and positive peer relationships.
- Evaluates student achievement/performance. Prepares progress/**interim** reports and **report cards**.
- Administers/proctors state and district testing activities. Upholds mandated security procedures.
- Ensures student lists and teaching materials are readily available for substitutes.
- Helps students understand/embrace ethical conduct and democratic values.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Wears work attire appropriate for the position.
- **Participates in the development of best practices and** advancement of academic standards.
- Respects privacy and maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as an information resource.

- Actively participates in meetings, conferences and other required school activities.
- Communicates program objectives/performance expectations to students/parents and staff.
- Monitors intervention efficacy and recommends modifications as needed to improve outcomes.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: ENGLISH AS A SECOND LANGUAGE (ESL) TEACHER **File 313**

Reports to: Assigned administrator/supervisor

Job Objective: Facilitates cultural/academic assimilation of ESL students. Plans, implements and assesses student learning experiences.

Minimum Qualifications:

- Valid state department of education license/certificate as determined at the time of appointment.
- Proficiency in ESL instructional techniques substantiated by training/work experience.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions:

- 1. Maintains a thorough understanding of subject matter and pedagogy (effective instructional strategies). Organizes subject content and learning goals. Prepares instructional materials.**
 - Disseminates program information (e.g., participation prerequisites, enrollment/withdrawal procedures, attendance requirements, class interruption policies, progress reports, etc.).
 - Schedules home visits to resolve problems and improve the lines of communication between home, school and community.
 - Verifies/documents student residency/eligibility to participate in the ESL program.
 - Maintains program records (e.g., registration forms, student rosters, attendance data, composite evaluations, etc.). Tracks statistical data required by the district and state department of education.
 - Assists with program planning. Identifies opportunities to enhance learning environments that support high levels of student achievement. Supports curriculum implementation activities.
 - Teaches assigned classes/subject matters as scheduled. Develops/implements lesson plans aligned with state standards/district curriculum goals.
 - Evaluates student academic needs/learning styles. Develops educational experiences and varies instructional techniques to effectively engage/advance student learning.
 - Uses formal/informal assessment strategies to monitor student progress. Provides effective detailed feedback to students using formative/summative assessments.
 - Uses a data-driven approach to analyze assessments and alter/enhance lesson plans.
 - Collaborates with colleagues to meet department/subject area goals.
 - Identifies alternative approaches/accommodations as needed (e.g., differentiated curriculum, equipment adaptations, extended time, study guides, reading/transcribing assistance, etc.).
 - Uses impartial assessment methods to identify and resolve problems that impede student learning.
 - Plans/implements intervention strategies that produce tangible evidence-based benefits within specified time-frames. Protects the privacy of student information.
 - Observes student demeanor. Investigates/reports atypical behavior **when observed**.
 - Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, self-reliance and reflective problem-solving skills.
 - Facilitates student learning activities that encourage teamwork and positive peer relationships.
 - Evaluates student achievement/performance. Prepares progress/**interim** reports and **report cards**.
 - Administers/proctors state and district testing activities. Upholds mandated security procedures.
 - Ensures student lists and teaching materials are readily available for substitutes.
 - Helps students understand/embrace ethical conduct and democratic values.
- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Wears work attire appropriate for the position.
 - **Participates in the development of best practices and** advancement of academic standards.
 - Respects privacy and maintains the confidentiality of privileged information.
- 3. Maintains open/effective communications. Serves as an information resource.**
 - Actively participates in meetings, conferences and other required school activities.

- Communicates program objectives/performance expectations to students/parents and staff.
- Monitors intervention efficacy and recommends modifications as needed to improve outcomes.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: HOME INSTRUCTION TEACHER

File 314

Reports to: Director of Pupil Services

Job Objective: Provides home instruction during extended absences or based on student needs.

Minimum Qualifications:

- Valid state department of education license/certificate as determined at the time of appointment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions:

- 1. Maintains a thorough understanding of subject matter and pedagogy (effective instructional strategies). Organizes subject content and learning goals. Prepares instructional materials.**
 - Assists with program planning. Identifies opportunities to enhance learning environments that support high levels of student achievement. Supports curriculum implementation activities.
 - Consults with teachers to clarify classroom assignments. Schedules/teaches assigned students.
 - Develops/implements lesson plans aligned with state standards/district curriculum goals.
 - Evaluates student academic needs/learning styles. Develops educational experiences and varies instructional techniques to effectively engage/advance student learning.
 - Uses formal/informal assessment strategies to monitor student progress. Provides effective detailed feedback to students using formative/summative assessments.
 - Uses a data-driven approach to analyze assessments and alter/enhance lesson plans.
 - Collaborates with colleagues to meet department/subject area goals.
 - Reinforces concepts introduced in inclusive settings. Keeps teachers aware of emerging concerns.
 - Identifies alternative approaches/accommodations as needed (e.g., differentiated curriculum, equipment adaptations, extended time, study guides, reading/transcribing assistance, etc.).
 - Provides information and/or participates in IEP/ETR meetings when requested.
 - Uses impartial assessment methods to identify and resolve problems that impede student learning.
 - Plans/implements intervention strategies that produce tangible evidence-based benefits within specified time-frames. Protects the privacy of student information.
 - Observes student demeanor. Investigates/reports atypical behavior **when observed**.
 - Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, self-reliance and reflective problem-solving skills.
 - Administers/proctors state and district testing activities. Upholds mandated security procedures.
 - Returns completed classroom assignments to teachers as directed.
 - Helps students understand/embrace ethical conduct and democratic values.
- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Wears work attire appropriate for the position.
 - **Participates in the development of best practices and** advancement of academic standards.
 - Respects privacy and maintains the confidentiality of privileged information.
- 3. Maintains open/effective communications. Serves as an information resource.**
 - Actively participates in meetings, conferences and other required school activities.
 - Communicates program objectives/performance expectations to students/parents and staff.
 - Monitors intervention efficacy and implements modifications as needed to improve outcomes.
 - Prepares/maintains accurate records. Submits required paperwork on time.
 - Provides prompt notification of personal delays or absences.
 - Refers district policy interpretation questions to an appropriate administrator.
 - Shares student progress updates with classroom teachers and parents/guardians.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: INTERVENTION & SPECIAL EDUCATION SPECIALIST **File 315**

Reports to: Assigned administrator/supervisor

Job Objective: Plans/implements student learning experiences using a differentiated curriculum.

- Minimum Qualifications:**
- Valid state department of education license/certificate as determined at the time of appointment.
 - Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Behavioral management skills substantiated by training/work experience. Duties may require agility, physical strength, and stamina to address the needs of students with behavior problems and/or require physical assistance (e.g., mobility, transferring, positioning, etc.).
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

- Essential Functions:**
- 1. Maintains a thorough understanding of subject matter and pedagogy (effective instructional strategies). Organizes subject content and learning goals. Prepares instructional materials. Works closely with teachers to deliver unified classroom lessons.**
 - Assists with program planning. Identifies opportunities to enhance learning environments that support high levels of student achievement. Develops, evaluates, and revises curriculum.
 - Keeps current with intervention design research and contributes to the collaborative development of dropout prevention, re-entry and school completion strategies for at-risk students.
 - Teaches assigned classes/subject matters as scheduled. Develops/implements lesson plans aligned with state standards/district curriculum goals.
 - Evaluates student academic needs/learning styles. Develops educational experiences and varies instructional techniques to effectively engage/advance student learning.
 - Uses formal/informal assessment strategies to monitor student progress. Provides effective detailed feedback to students using formative/summative assessments.
 - Uses a data-driven approach to analyze assessments and alter/enhance lesson plans.
 - Collaborates with colleagues to meet department/subject area goals.
 - Writes/implements and documents Individualized Education Plans (IEP) by required deadlines. Identifies the least restrictive developmentally appropriate instructional environment. (e.g., after-school tutoring, pull-out, resource room, team-teaching, etc.).
 - Handles disruptive students effectively. Emphasizes courtesy. Provides fair discipline firmly.
 - Helps students improve behavior that limit participation in traditional school environments.
 - Participates in manifestation determination and functional behavior assessments meetings.
 - Contributes to the development of crisis response plans to address aggressive student behavior.
 - Reinforces concepts introduced in inclusive settings. Keeps teachers aware of emerging concerns.
 - Identifies alternative approaches/accommodations as needed (e.g., differentiated curriculum, equipment adaptations, extended time, study guides, reading/transcribing assistance, etc.).
 - Uses impartial assessment methods to identify and resolve problems that impede student learning.
 - Plans/implements intervention strategies that produce tangible evidence-based benefits within specified time-frames. Protects the privacy of student information.
 - Monitors intervention efficacy and implements modifications as needed to improve outcomes.
 - Observes student demeanor. Investigates/reports atypical behavior **when observed**.
 - Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, self-reliance and reflective problem-solving skills.
 - Facilitates student learning activities that encourage teamwork and positive peer relationships.
 - Evaluates student achievement/performance. Prepares progress/**interim** reports and **report cards**.
 - Administers/Administers/proctors state and district testing activities. Helps students with content-area preparation activities. Identifies alternative assessment approaches/accommodations as needed. Upholds mandated security procedures.
 - Helps students understand/embrace ethical conduct and democratic values.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.

- Wears work attire appropriate for the position.
 - **Participates in the development of best practices and** advancement of academic standards.
 - Respects privacy and maintains the confidentiality of privileged information.
- 3. Maintains open/effective communications. Serves as an information resource.**
- Actively participates in meetings, conferences and other required school activities.
 - Communicates program objectives/performance expectations to students/parents and staff.
 - Prepares/maintains accurate records. Submits required paperwork on time.
 - Provides prompt notification of personal delays or absences.
 - Refers district policy interpretation questions to an appropriate administrator.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- 4. Pursues opportunities to enhance professional performance.**
- **Participates in training to** keep current with professional standards associated with work **duties**.
 - Updates skills as needed to use available task-appropriate technology effectively.
 - Works toward mastery of individualized development/performance goals as directed.
- 5. Takes precautions to ensure safety. Helps manage/eliminate risks.**
- Implements effective pupil management procedures. Provides appropriate student supervision.
 - Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.
- 6. Performs other specific job-related duties as directed.**
- Assists with unexpected/urgent situations as needed.
 - Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: SPECIAL EDUCATION PRESCHOOL TEACHER **File 316**

Reports to: Assigned administrator/supervisor

Job Objective: Plans, implements and assesses student learning experiences.

- Minimum Qualifications:**
- Valid state department of education license/certificate as determined at the time of appointment.
 - Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Behavioral management skills substantiated by training/work experience. Duties may require agility, physical strength, and stamina to address the needs of students with behavior problems and/or require physical assistance (e.g., mobility, transferring, positioning, etc.).
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

- Essential Functions:**
- 1. Maintains a thorough understanding of subject matter and pedagogy (effective instructional strategies). Organizes subject content and learning goals. Prepares instructional materials.**
 - Assists with program planning. Identifies opportunities to enhance learning environments that support high levels of student achievement. Develops, evaluates, and revises curriculum.
 - Participates in observation, assessment and identification of qualifying factors in determining placement of incoming students.
 - Participates in screening activities for typical peer role models as part of child find requirements.
 - Ensures compliance with local, state and federal childcare mandates. Updates and completes classroom records by required deadlines.
 - Teaches assigned classes/subject matters as scheduled. Develops/implements lesson plans aligned with state standards/district curriculum goals.
 - Helps students develop language, social, adaptive, cognitive and motor skills. Teaches students how to plan ahead and care about people's feelings. Provides time and opportunities for students to pursue personal interests.
 - Evaluates student academic needs/learning styles. Develops educational experiences and varies instructional techniques to effectively engage/advance student learning.
 - Uses formal/informal assessment strategies to monitor student progress.
 - Writes/implements and documents Individualized Education Plans (IEP). Identifies the least restrictive developmentally appropriate instructional environment.
 - Handles disruptive students effectively. Emphasizes courtesy. Provides fair discipline firmly.
 - Helps students improve behavior that limit participation in traditional school environments.
 - Identifies alternative approaches/accommodations as needed (e.g., differentiated curriculum, equipment adaptations, extended time, study guides, reading/transcribing assistance, etc.).
 - Uses impartial assessment methods to identify and resolve problems that impede student learning.
 - Plans/implements intervention strategies that produce tangible evidence-based benefits within specified time-frames. Protects the privacy of student information.
 - Monitors intervention efficacy and implements modifications as needed to improve outcomes.
 - Observes student demeanor. Investigates/reports atypical behavior **when observed**.
 - Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, self-reliance and reflective problem-solving skills.
 - Facilitates student learning activities that encourage teamwork and positive peer relationships.
 - Evaluates student achievement/performance. Prepares progress/**interim** reports and **report cards**.
 - Administers/proctors state and district testing activities. Upholds mandated security procedures.
 - Maintains student records. Processes parent consent and medical authorization forms. Ensures forms are readily available during program hours. Promptly documents all accidents/injuries.
 - Renders basic first aid when a school nurse is not available.
 - Maintains a healthy program environment. Ensures equipment is sanitized as needed.
 - Ensures student lists and teaching materials are readily available for substitutes.
 - Helps students understand/embrace ethical conduct and democratic values.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.

- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Wears work attire appropriate for the position.
- **Participates in the development of best practices and** advancement of academic standards.
- Respects privacy and maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as an information resource.

- Actively participates in meetings, conferences and other required school activities.
- Communicates program objectives/performance expectations to students/parents and staff.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

4. Pursues opportunities to enhance professional performance.

- **Participates in training to** keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: SUBSTITUTE TEACHER

File 317

Reports to: Assigned administrator/supervisor

Job Objective: Implements the absent teacher's prepared lesson plans.

NOTE: Assignments are non-binding. Duties may be modified or discontinued. Performance of functions described in this document may vary in scope, frequency and duration. Substitute staff may be required to perform all duties identified in the absent employee's job description.

- Minimum Qualifications:**
- Complies with state department of education substitute teacher requirements.
 - Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

- Essential Functions:**
- 1. Teaches assigned classes/subject matters as scheduled. Implements appropriate lesson plans aligned with state standards/district curriculum goals.**
 - Follows the absent teachers work schedule. Consults with supervisors to resolve concerns (e.g., regulations, board policies, administrative practices, building/program schedules, etc.).
 - Assumes responsibility for learning all emergency procedures (e.g., evacuations, lock downs, adverse weather, power failures, etc.). Promptly reports work-related injuries to a supervisor.
 - Learns the proper procedure for operating equipment associated with the assignment.
 - Follows written lesson plans and performs all of the absent teacher's assigned duties.
 - Follows district protocols to protect the privacy of student information.
 - Collaborates with staff to implement student interventions.
 - Observes student demeanor. Investigates/reports atypical behavior **when observed**.
 - Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, self-reliance and reflective problem-solving skills.
 - Facilitates student learning activities that encourage teamwork and positive peer relationships.
 - Administers/proctors state and district testing activities. Upholds mandated security procedures.
 - Prepares a written summary of work completed as directed. Makes the absent teacher aware of special situations or problems encountered.
 - Helps students understand/embrace ethical conduct and democratic values.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Wears work attire appropriate for the position.
 - **Participates in the development of best practices and** advancement of academic standards.
 - Respects privacy and maintains the confidentiality of privileged information.
 - 3. Maintains open/effective communications. Serves as an information resource.**
 - Communicates program objectives/performance expectations to students/parents and staff.
 - Prepares/maintains accurate records. Submits required paperwork on time.
 - Provides prompt notification of personal delays or absences.
 - Refers district policy interpretation questions to an appropriate administrator.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
 - 4. Pursues opportunities to enhance professional performance.**
 - **Participates in training** to keep current with professional standards associated with work **duties**.
 - Updates skills as needed to use available task-appropriate technology effectively.
 - Works toward mastery of individualized development/performance goals as directed.
 - 5. Takes precautions to ensure safety. Helps manage/eliminate risks.**
 - Implements effective pupil management procedures. Provides appropriate student supervision.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: TUTOR File 318

Reports to: Assigned administrator/supervisor

Job Objective: Plans/implements individualized student learning experiences.

- Minimum Qualifications:**
- Valid state department of education license/certificate as determined at the time of appointment.
 - Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Behavioral management skills substantiated by training/work experience. Duties may require agility, physical strength, and stamina to address the needs of students with behavior problems and/or require physical assistance (e.g., mobility, transferring, positioning, etc.).
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

- Essential Functions:**
- 1. Maintains a thorough understanding of subject matter and pedagogy (effective instructional strategies). Organizes subject content and learning goals. Prepares instructional materials.**
- Assists with program planning. Identifies opportunities to enhance learning environments that support high levels of student achievement. Supports curriculum implementation activities.
 - Consults with teachers to clarify classroom assignments. Schedules/teaches assigned students.
 - Develops/implements lesson plans aligned with state standards/district curriculum goals.
 - Evaluates student academic needs/learning styles. Develops educational experiences and varies instructional techniques to effectively engage/advance student learning.
 - Uses formal/informal assessment strategies to monitor student progress.
 - Identifies the least restrictive developmentally appropriate instructional environment. (e.g., after-school tutoring, pull-out, resource room, team-teaching, etc.).
 - Handles disruptive students effectively. Emphasizes courtesy. Provides fair discipline firmly.
 - Helps students improve behavior that limit participation in traditional school environments.
 - Reinforces concepts introduced in inclusive settings. Keeps teachers aware of emerging concerns.
 - Identifies alternative approaches/accommodations as needed (e.g., differentiated curriculum, equipment adaptations, extended time, study guides, reading/transcribing assistance, etc.).
 - Uses impartial assessment methods to identify and resolve problems that impede student learning.
 - Plans/implements intervention strategies that produce tangible evidence-based benefits within specified time-frames. Protects the privacy of student information.
 - Monitors intervention efficacy and implements modifications as needed to improve outcomes.
 - Observes student demeanor. Investigates/reports atypical behavior **when observed**.
 - Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, self-reliance and reflective problem-solving skills.
 - Facilitates student learning activities that encourage teamwork and positive peer relationships.
 - Administers/proctors state and district testing activities. Upholds mandated security procedures.
 - Ensures student lists and teaching materials are readily available for substitutes.
 - Helps students understand/embrace ethical conduct and democratic values.

Bear’s Den Tutor

- Plans, prepares and executes developmentally and cognitively appropriate extensions of classroom instruction. Prepares, implements and monitors written educational plans (WEPs) and written acceleration plans (WAPs) as necessary. (Gifted credentials desired.)

English Language Learner Tutor:

- Helps qualified students attain English language proficiency quickly to support academic classroom success. Organizes/administers the Ohio Test of English Language Acquisition (OTELA) for assigned students. Prepares, implements and monitors ELL Language Development Plans. Monitors student progress. Manages student record keeping and compliance paperwork including students in mainstreamed instruction for trial periods. (TESOL credentials/experience desired.)

Reading Tutor:

- Provides instructional support students struggling in reading. Assists academic team with K-8 student benchmarking activities. (K-12 reading endorsement and experience with a variety of specialized reading programs is desired)

Special Education Tutor:

- Provides instructional support for students requiring special education services. Writes/implements and documents Individualized Education Plans (IEP) when required. Plans/implements lessons based on IEP goals and objectives. Manages student record keeping and annual reporting requirements. Schedules and coordinates IEP team meetings. Assists academic team with K-8 student benchmarking activities. (K-12 reading endorsement desired.)

Title I Tutor:

- Provides instructional support students struggling in reading and/or math. Assists academic team with K-8 student benchmarking activities. Complies with parent involvement, reporting and recordkeeping requirements. (Highly Qualified Teacher status is required. K-12 reading endorsement desired.)

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Wears work attire appropriate for the position.
- **Participates in the development of best practices and** advancement of academic standards.
- Respects privacy and maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as an information resource.

- Actively participates in meetings, conferences and other required school activities.
- Communicates program objectives/performance expectations to students/parents and staff.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Shares student progress updates with classroom teachers and parents/guardians.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

4. Pursues opportunities to enhance professional performance.

- **Participates in training to** keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: **GRADE/SUBJECT-LEVEL COORDINATOR** **File 407**

Reports to: Assigned administrator/supervisor

Job Objective: Provides building, department or grade-level staff leadership.

- Minimum Qualifications:**
- Leadership and program specific skills substantiated by training/work experience.
 - Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Demonstrates a complete understanding of community demographics, educational/legislative issues, the district's cultural environment, program resources, and instructional practices.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Duties may require working irregular hours and/or a non-traditional schedule.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

- Essential Functions:**
- 1 Acts as a team leader for data collection/analysis and decision making that support focused goals for continuous improvement of student performance.**
 - Works collaboratively and communicates regularly with school administrators.
 - Helps maintain strong links between district leadership and engaged community representatives.
 - Keeps current with state standards/guidelines and school improvement priorities (e.g., curriculum alignment, effective school management, evaluation-driven continuous improvement efforts, evidence-based teaching/learning strategies, positive school environments, etc.).
 - Helps coordinate building/department/grade-level staff meetings. Provides timely information about district activities. Represents building staff at district-wide meetings as directed.
 - Fosters an ethos of mutual respect, collaboration and accountability at all system levels.
 - Helps staff understand the collective goal and shared decisions for planning activities.
 - Monitors student progress. Helps staff organize and present timely tangible student data that identifies performance gaps/trends. Helps prioritize core performance objectives.
 - Develops measurable strategies aligned with district instructional and achievement goals.
 - Helps implement the on-going evaluation of instructional prevention/intervention strategies.
 - Monitors staff use of data to identify specific aligned resources for student instruction.
 - Helps prepare short/long-range planning recommendations (e.g., implementation time-frames, deployment of financial/program resources, staffing assignments, program scheduling, time management strategies, in-service training activities, etc.).
 - Facilitates activities that link staff planning activities with higher organizational objectives (e.g., curriculum improvements, staff development, student achievement test readiness, etc.).
 - Works with supervisors to improve staff competencies. Demonstrates teaching techniques/best practices. Helps teachers improve pupil management, organizational and instructional skills.
 - Encourages staff to share successful practices and innovative instructional/program materials.
 - Participates in staff orientation processes as requested. Provides on-going guidance as needed.
 - Helps students understand/embrace ethical conduct and democratic values.

 - 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Wears work attire appropriate for the position.
 - Provides leadership for the continuous advancement of **best practices** and academic standards.
 - Respects privacy and maintains the confidentiality of privileged information.
 - Sustains an effective and positive work/learning environment. Completes assigned duties on time.

 - 3. Maintains open/effective communications. Serves as an information resource.**
 - Actively participates in meetings, conferences and other required school activities.
 - Communicates program objectives/performance expectations to students/parents and staff.
 - Prepares/maintains accurate records. Submits required paperwork on time.
 - Provides prompt notification of personal delays or absences.
 - Refers district policy interpretation questions to an appropriate administrator.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
 - Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training to** keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title:	RESIDENT EDUCATOR & NEW TEACHER MENTOR	File 408
Reports to:	Assigned administrator/supervisor	
Job Objective:	Provides high-quality support, assessment, and on-going learning to develop and enhance resident educator and new teacher professional skills.	
Minimum Qualifications:	<ul style="list-style-type: none">· Selection/appointment by school district leadership administering the mentoring program.· Holds a valid state department of education license/certificate appropriate for the position.· Teaching experience within the school district. Completion of mentor training deemed appropriate at the time of appointment. Commitment to the continuous improvement of the mentoring program.· Adheres to the <i>Licensure Code of Professional Conduct for Ohio Educators</i>.· Recognized as an exemplary teacher and professional role model.· Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.· Duties may require working irregular hours and/or a non-traditional schedule.· Exhibits effective time management and resourceful problem-solving skills.· Maintains a record free of criminal violations that would prohibit public school employment.· Meets federal health screening requirements following a conditional offer of employment.· Shows evidence of core computer competencies deemed appropriate at the time of hire.	
Essential Functions:	<p>1 Implements a structured program of support including mentoring, standardized assessment tools and protocols to help teachers advance professional skills.</p> <ul style="list-style-type: none">· Keeps current with state licensing regulations and endorsements. Monitors exemplary instructional practices/innovations. Attends on-going teacher mentoring program training as directed.· Maintains a thorough knowledge of district policies/procedures, programs and strategic plans.· Receives assignment and instructions from the building administrator. Meets with the resident educator before the opening of school to review mentoring objectives. Provides information about the district, policies/procedures, and the formative assessment process.· Initiates mentoring activities. Schedules meetings. Collaborates with administrators as needed.· Promotes the social integration of the resident educator into the work/learning environment.· Facilitates reflective thinking to help the resident educator engage in self-directed learning.· Helps the resident educator develop classroom management and curriculum implementation skills.· Performs classroom observations. Prepares performance critiques.· Demonstrates effective instructional strategies that exemplify best practice.· Guides the resident educator in the development of effective lesson plans (e.g., preparation, implementation, reflection, modification, etc.). Helps the resident educator improve pupil management, organizational/recordkeeping skills, student assessment techniques, etc.· Helps resident educators refine classroom skills in preparation for licensure determination.· Facilitates opportunities for the new teacher to observe other experienced classroom teachers.· Offers the resident educator help to develop a Individual Professional Development Plan (IPDP).· Shows an active interest in the resident educator progress.· Helps students understand/embrace ethical conduct and democratic values. <p>2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.</p> <ul style="list-style-type: none">· Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.· Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.· Encourages community participation in school-sponsored activities.· Maintains a professional appearance. Wears work attire appropriate for the position.· Maintains an acceptable attendance record and is punctual.· Provides leadership for the continuous advancement of best practices and academic standards.· Respects privacy and maintains the confidentiality of privileged information.· Sustains an effective and positive work/learning environment. Completes assigned duties on time. <p>3. Maintains open/effective communications. Serves as an information resource.</p> <ul style="list-style-type: none">· Actively participates in meetings, conferences and other required school activities.· Communicates program objectives/performance expectations to students/parents and staff.· Prepares/maintains accurate records. Submits required paperwork on time.· Provides prompt notification of personal delays or absences.· Refers district policy interpretation questions to an appropriate administrator.· Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.	

- Works with staff to ensure shared resources are used effectively.
- 4. Pursues opportunities to enhance professional performance.**
 - **Participates in training to** keep current with professional standards associated with work **duties**.
 - Updates skills as needed to use available task-appropriate technology effectively.
 - Works toward mastery of individualized development/performance goals as directed.
- 5. Takes precautions to ensure safety. Helps manage/eliminate risks.**
 - Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.
- 6. Performs other specific job-related duties as directed.**
 - Assists with unexpected/urgent situations as needed.
 - Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: CLASS ADVISOR

File 410

Reports to: Assigned administrator/supervisor

Job Objective: Mentors elected class officers and student leaders.

Minimum Qualifications:

- Program specific skills substantiated by training/work experience. Additional certificates and/or credentials deemed appropriate at the time of appointment may be required.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Duties may require working irregular hours and/or a non-traditional schedule.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions:

1. Supervises class activities. Provides direction, support and accountability to help students benefit from program participation. Pursues ongoing program improvements.

- Develops a purpose statement, budget and activity schedule for administrative approval.
- Attends financial in-service training to keep current with accounting procedures as directed.
- Conducts a risk assessment. Implements safety precautions. Responds to emergencies.
- Implements procedures that promote the correct use and care of program resources.
- Stores materials properly. Keeps track of school equipment assigned to students.
- Encourages active student participation. Publicizes program information. Verifies the accuracy of mail, news releases, posters, etc., prior to public release.
- Plans/directs program activities. Keeps administrators informed about emerging issues.
- Supervises the election/installation of class officers. Maintains the integrity of the election process.
- Informs students about personal responsibilities. Verifies authorized fees have been paid.
- Helps students develop and carry out meaningful class activities.
- Ensures program activities are self-sustaining except when authorized by the administration.
- Helps students develop fundraising proposal (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for district approval. Supervises fundraising activities.
- Ensures student activity accounts (e.g., receipts, expenses, etc.) are suitable for audit.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Promotes collaboration and facilitates student involvement in community service projects.
- Facilitates participation in board-approved local, regional and/or national competitions.
- Arranges student transportation for sanctioned activities. Supervises participants during trips.
- Promotes respect for program participants. Plans/attends recognition events.
- Verifies participants have fulfilled all requirements for awards/recognition certificates.
- Provides opportunities for stakeholders to critique program activities. Implements improvements.
- Helps clean-up/restore shared resources following program activities.
- Helps students understand/embrace ethical conduct and democratic values.

Junior Class Advisor -- Additional duties:

- Oversees the planning and supervision of Junior-Senior Prom activities.
- Recruits, trains and supervises adult chaperones.

Senior Class Advisor -- Additional duties:

- Works with class officers and the principal to plan the graduation ceremony.
- Works with the guidance department, principal and secretary to process graduation paperwork.
- Oversees the voting process for the class motto, flower, colors, song, etc.
- Coordinates class trip activities (e.g., tour company contract, communications, parent meetings, escorts, etc.). Secures board approval for over-night and out-of-state trips.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages community participation in school-sponsored activities.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as an information resource.

- Actively participates in meetings, conferences and other required school activities.
- Communicates program objectives/performance expectations to students/parents and staff.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: CLUB OR STUDENT ACTIVITY ADVISOR **File 411**

Reports to: Assigned administrator/supervisor

Job Objective: Facilitates student participation in an assigned organization or curriculum-oriented activity that supports career, leadership and/or personal skill development.

Minimum Qualifications:

- Program specific skills substantiated by training/work experience. Additional certificates and/or credentials deemed appropriate at the time of appointment may be required.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Duties may require working irregular hours and/or a non-traditional schedule.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions:

- 1. Provides direction, support and accountability to help students benefit from program participation. Pursues ongoing program improvements.**
 - Develops a purpose statement, budget and activity schedule for administrative approval.
 - Attends financial in-service training to keep current with accounting procedures as directed.
 - Conducts a risk assessment. Implements safety precautions. Responds to emergencies.
 - Implements procedures that promote the correct use and care of program resources.
 - Stores materials properly. Keeps track of school equipment assigned to students.
 - Encourages active student participation. Publicizes program information. Verifies the accuracy of mail, news releases, posters, etc., prior to public release.
 - Plans/directs program activities. Keeps administrators informed about emerging issues.
 - Qualifies students for participation. Maintains the integrity of the selection process.
 - Informs students about personal responsibilities. Verifies authorized fees have been paid.
 - Helps students understand/embrace ethical conduct and democratic values.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Helps students develop fundraising proposal (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for district approval. Supervises fundraising activities.
 - Ensures student activity accounts (e.g., receipts, expenses, etc.) are suitable for audit.
 - Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
 - Promotes collaboration and facilitates student involvement in community service projects.
 - Facilitates participation in board-approved local, regional and/or national competitions.
 - Arranges student transportation for sanctioned activities. Supervises participants during trips.
 - Promotes respect for program participants. Plans/attends recognition events.
 - Verifies participants have fulfilled all requirements for awards/recognition certificates.
 - Provides opportunities for stakeholders to critique program activities. Implements improvements.
 - Helps clean-up/restore shared resources following program activities.
- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Encourages community participation in school-sponsored activities.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Maintains an acceptable attendance record and is punctual.
 - Respects privacy and maintains the confidentiality of privileged information.
- 3. Maintains open/effective communications. Serves as an information resource.**
 - Actively participates in meetings, conferences and other required school activities.

- Communicates program objectives/performance expectations to students/parents and staff.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: MARCHING BAND DIRECTOR

File 412

Reports to: Assigned administrator/supervisor

Job Objective: Directs the marching band program. Promotes school pride.

Minimum Qualifications:

- Program specific skills substantiated by training/work experience. Additional certificates and/or credentials deemed appropriate at the time of appointment may be required.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Duties may require working irregular hours and/or a non-traditional schedule.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets federal health screening requirements following a conditional offer of employment.
- Shows evidence of core computer competencies deemed appropriate at the time of hire.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions:

- 1. Provides direction, support and accountability to help students benefit from program participation. Pursues ongoing program improvements.**
 - Develops half-time shows, spirit day activities, parades/civic event performances, etc.
 - Refines performance concepts (e.g., visual effects, interpretive movement, props, etc.).
 - Develops a purpose statement, budget and activity schedule for administrative approval.
 - Attends financial in-service training to keep current with accounting procedures as directed.
 - Conducts a risk assessment. Implements safety precautions. Responds to emergencies.
 - Implements procedures that promote the correct use and care of program resources.
 - Oversees the ordering, distribution, collection, and refurbishing of band uniforms
 - Stores materials properly. Keeps track of school equipment assigned to students.
 - Encourages active student participation. Publicizes program information. Verifies the accuracy of mail, news releases, posters, etc., prior to public release.
 - Plans/directs program activities. Keeps administrators informed about emerging issues.
 - Qualifies students for participation. Maintains the integrity of the selection process.
 - Helps students understand/embrace ethical conduct and democratic values.
 - Informs students about personal responsibilities. Verifies authorized fees have been paid.
 - Verifies required medical authorization forms are filed and readily available. Teaches safety measures to prevent injuries. Documents injuries that require treatment.
 - Coordinates warm-ups and synchronized marching instruction. Supervises performances.
 - Directs off-season activities (e.g., practice schedules, training clinics, etc.).
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Helps students develop fundraising proposal (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for district approval. Supervises fundraising activities.
 - Ensures student activity accounts (e.g., receipts, expenses, etc.) are suitable for audit.
 - Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
 - Provides direction and facilitates the work of the music boosters association.
 - Promotes collaboration and facilitates student involvement in community service projects.
 - Facilitates participation in board-approved local, regional and/or national competitions.
 - Arranges student transportation for sanctioned activities. Supervises participants during trips.
 - Promotes respect for program participants. Plans/attends recognition events.
 - Verifies participants have fulfilled all requirements for awards/recognition certificates.
 - Provides opportunities for stakeholders to critique program activities. Implements improvements.
 - Helps clean-up/restore shared resources following program activities.
- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.

- Encourages community participation in school-sponsored activities.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as an information resource.

- Actively participates in meetings, conferences and other required school activities.
- Communicates program objectives/performance expectations to students/parents and staff.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: ASSISTANT MARCHING BAND DIRECTOR

File 413

Reports to: Assigned administrator/supervisor

Job Objective: Helps direct the marching band program. Promotes school pride.

Minimum Qualifications:

- Program specific skills substantiated by training/work experience. Additional certificates and/or credentials deemed appropriate at the time of appointment may be required.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Duties may require working irregular hours and/or a non-traditional schedule.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions:

1. Provides direction, support and accountability to help students benefit from program participation. Pursues ongoing program improvements.

- Collaborates with the marching band director to develop a unified performance program.
- Helps develop half-time shows, spirit day activities, parades/civic event performances, etc.
- Helps refine performance concepts (e.g., visual effects, interpretive movement, props, etc.).
- Assists with the development of a program schedule and outline of activities.
- Attends financial in-service training to keep current with accounting procedures as directed.
- Assists with risk assessments. Implements safety precautions. Responds to emergencies.
- Implements procedures that promote the correct use and care of program resources.
- Assists with the ordering, distribution, collection, and refurbishing of band uniforms
- Stores materials properly. Keeps track of school equipment assigned to students.
- Encourages active student participation. Publicizes program information. Verifies the accuracy of mail, news releases, posters, etc., prior to public release.
- Helps plan/direct program activities. Keeps the band director informed about emerging issues.
- Helps qualify students for participation. Maintains the integrity of the selection process.
- Informs students about personal responsibilities. Verifies authorized fees have been paid.
- Helps students understand/embrace ethical conduct and democratic values.
- Helps verify required medical authorization forms are filed and readily available. Teaches safety measures to prevent injuries. Documents injuries that require treatment.
- Coordinates warm-ups and synchronized marching instruction. Supervises performances.
- Helps coordinate off-season activities (e.g., practice schedules, training clinics, etc.).
- Ensures program activities are self-sustaining except when authorized by the administration.
- Helps students develop fundraising proposal (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for district approval. Supervises assigned fundraising activities.
- Ensures student activity accounts (e.g., receipts, expenses, etc.) are suitable for audit.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Helps provide direction and facilitates the work of the music boosters association.
- Promotes collaboration and facilitates student involvement in community service projects.
- Facilitates participation in board-approved local, regional and/or national competitions.
- Helps arrange student transportation for sanctioned activities. Supervises participants during trips.
- Promotes respect for program participants. Plans/attends recognition events.
- Helps verify participants have fulfilled all requirements for awards/recognition certificates.
- Provides opportunities for stakeholders to critique program activities. Implements improvements.
- Helps clean-up/restore shared resources following program activities.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Completes all assigned duties.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages community participation in school-sponsored activities.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as an information resource.

- Actively participates in meetings, conferences and other required school activities.
- Communicates program objectives/performance expectations to students/parents and staff.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: NATIONAL HONOR SOCIETY ADVISOR

File 414

Reports to: Assigned administrator/supervisor

Job Objective: Coordinates student participation in the National Honor Society.

Minimum Qualifications:

- Program specific skills substantiated by training/work experience. Additional certificates and/or credentials deemed appropriate at the time of appointment may be required.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Duties may require working irregular hours and/or a non-traditional schedule.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions:

1. Provides direction, support and accountability to help students benefit from program participation. Pursues ongoing program improvements.

- Implements the National Honor Society mission statement.
- Develops a budget and activity schedule for administrative approval.
- Attends financial in-service training to keep current with accounting procedures as directed.
- Conducts a risk assessment. Implements safety precautions. Responds to emergencies.
- Implements procedures that promote the correct use and care of program resources.
- Stores materials properly. Keeps track of school equipment assigned to students.
- Encourages active student participation. Publicizes program information. Verifies the accuracy of mail, news releases, posters, etc., prior to public release.
- Plans/directs program activities. Keeps administrators informed about emerging issues.
- Helps students understand/embrace ethical conduct and democratic values.
- Ensures nominated students meet membership criteria (e.g., academic achievement, community involvement, student leadership, etc.). Maintains the integrity of the selection process.
- Informs students about personal responsibilities. Verifies authorized fees have been paid.
- Coordinates the induction ceremony (e.g., date, time, location, speakers, etc.).
- Supervises the election and installation of National Honor Society officers.
- Serves as a communication link between committee members, staff, students and families.
- Monitors academic records. Sends letters to students and parents/guardians regarding membership requirements, probation status and termination in conformity with chapter by-laws.
- Ensures program activities are self-sustaining except when authorized by the administration.
- Helps students develop fundraising proposal (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for district approval. Supervises fundraising activities.
- Ensures student activity accounts (e.g., receipts, expenses, etc.) are suitable for audit.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Promotes collaboration and facilitates student involvement in community service projects.
- Facilitates participation in board-approved local, regional and/or national competitions.
- Arranges student transportation for sanctioned activities. Supervises participants during trips.
- Promotes respect for program participants. Plans/attends recognition events.
- Verifies participants have fulfilled all requirements for awards/recognition certificates.
- Provides opportunities for stakeholders to critique program activities. Implements improvements.
- Helps clean-up/restore shared resources following program activities.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages community participation in school-sponsored activities.

- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides leadership for the continuous advancement of **best practices and** academic standards.
- Respects privacy and maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as an information resource.

- Actively participates in meetings, conferences and other required school activities.
- Communicates program objectives/performance expectations to students/parents and staff.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training to** keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: **PERFORMING ARTS DIRECTOR (CHOIR, CONCERT, OR DRAMA)** **File 415**

Reports to: Assigned administrator/supervisor

Job Objective: Directs student performing arts productions (i.e., vocal, instrumental, or theater).

- Minimum Qualifications:**
- Program specific skills substantiated by training/work experience. Additional certificates and/or credentials deemed appropriate at the time of appointment may be required.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Duties may require working irregular hours and/or a non-traditional schedule.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

- Essential Functions:**
- 1. Provides direction, support and accountability to help students benefit from program participation. Pursues ongoing program improvements.**
 - Researches/selects a production program that is age-appropriate and attainable for students.
 - Ensures compliance with copyright/intellectual property laws.
 - Develops a purpose statement, budget and activity schedule for administrative approval.
 - Attends financial in-service training to keep current with accounting procedures as directed.
 - Conducts a risk assessment. Implements safety precautions. Responds to emergencies.
 - Implements procedures that promote the correct use and care of program resources.
 - Stores materials properly. Keeps track of school equipment assigned to students.
 - Encourages active student participation. Publicizes program information. Verifies the accuracy of mail, news releases, posters, etc., prior to public release.
 - Plans/directs program activities. Keeps administrators informed about emerging issues.
 - Conducts open auditions. Maintains the integrity of the selection process.
 - Informs students about personal responsibilities. Verifies authorized fees have been paid.
 - Helps students understand/embrace ethical conduct and democratic values.
 - Selects/supervises a choreographer, technical staff and musicians. Assigns work crews.
 - Plans lighting, sound and set designs. Manages wardrobe/make-up activities.
 - Supervises all rehearsals/performances. Directs videotaping/photography activities.
 - Keeps production records (e.g., advertising, attendance, correspondence, journals, photographs, publicity, scheduling, scrapbooks, etc.). Supervises tickets sales.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Helps students develop fundraising proposal (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for district approval. Supervises fundraising activities.
 - Ensures student activity accounts (e.g., receipts, expenses, etc.) are suitable for audit.
 - Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
 - Promotes collaboration and facilitates student involvement in community service projects.
 - Facilitates participation in board-approved local, regional and/or national competitions.
 - Arranges student transportation for sanctioned activities. Supervises participants during trips.
 - Promotes respect for program participants. Plans/attends recognition events.
 - Verifies participants have fulfilled all requirements for awards/recognition certificates.
 - Provides opportunities for stakeholders to critique program activities. Implements improvements.
 - Helps clean-up/restore shared resources following program activities.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Encourages community participation in school-sponsored activities.

- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy and maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as an information resource.

- Actively participates in meetings, conferences and other required school activities.
- Communicates program objectives/performance expectations to students/parents and staff.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: ASSISTANT PERFORMING ARTS DIRECTOR (CHOIR, CONCERT, OR DRAMA) File 416

Reports to: Assigned administrator/supervisor

Job Objective: Help directs student performing arts productions (i.e., vocal, instrumental, or theater).

Minimum Qualifications:

- Program specific skills substantiated by training/work experience. Additional certificates and/or credentials deemed appropriate at the time of appointment may be required.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Duties may require working irregular hours and/or a non-traditional schedule.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets federal health screening requirements following a conditional offer of employment.
- Shows evidence of core computer competencies deemed appropriate at the time of hire.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions:

- 1. Provides direction, support and accountability to help students benefit from program participation. Pursues ongoing program improvements.**
 - Assists with the development of a program schedule and outline of activities.
 - Attends financial in-service training to keep current with accounting procedures as directed.
 - Assists with risk assessments. Implements safety precautions. Responds to emergencies.
 - Implements procedures that promote the correct use and care of program resources.
 - Stores materials properly. Keeps track of school equipment assigned to students.
 - Encourages active student participation. Publicizes program information. Verifies the accuracy of mail, news releases, posters, etc., prior to public release.
 - Helps plan/direct program activities. Keeps drama director informed about emerging issues.
 - Helps conduct auditions. Maintains the integrity of the selection process.
 - Informs students about personal responsibilities. Helps verify that authorized fees have been paid.
 - Helps students understand/embrace ethical conduct and democratic values.
 - Helps supervise all rehearsals/performances. Helps manage production staff (e.g., choreographer, make-up/wardrobe workers, musicians, lighting/sound/set technicians, etc.).
 - Helps maintain production records (e.g., advertising, attendance, correspondence, journals, photographs, publicity, scheduling, scrapbooks, etc.). Assists with tickets sales.
 - Helps ensure program activities are self-sustaining except when authorized by the administration.
 - Helps students develop fundraising proposal (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for district approval. Supervises fundraising activities.
 - Ensures student activity accounts (e.g., receipts, expenses, etc.) are suitable for audit.
 - Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
 - Promotes collaboration and facilitates student involvement in community service projects.
 - Facilitates participation in board-approved local, regional and/or national competitions.
 - Helps arrange student transportation for sanctioned activities. Supervises participants during trips.
 - Promotes respect for program participants. Helps plan/attends recognition events.
 - Helps verify participants have fulfilled all requirements for awards/recognition certificates.
 - Provides opportunities for stakeholders to critique program activities. Implements improvements.
 - Helps clean-up/restore shared resources following program activities.
- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Encourages community participation in school-sponsored activities.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy and maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as an information resource.

- Actively participates in meetings, conferences and other required school activities.
- Communicates program objectives/performance expectations to students/parents and staff.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training to** keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: STAGE MANAGER/DRAMA TECHNICIAN/SET DESIGNER

File 417

Reports to: Assigned administrator/supervisor

Job Objective: Provide technical support for student musical or theatrical productions.

- Minimum Qualifications:**
- Stage management/technical skills substantiated by training/work experience. Additional certificates and/or credentials deemed appropriate at the time of appointment may be required.
 - Skill/experience in maintenance/repair procedures (e.g., mechanical, electrical, carpentry, etc.).
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Duties may require working irregular hours and/or a non-traditional schedule.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

- Essential Functions:**
- 1. Manages stage activities. Provides direction, support and accountability to help students benefit from program participation. Pursues ongoing program improvements.**
 - Collaborates with the production director to develop a cohesive student performance.
 - Attends financial in-service training to keep current with accounting procedures as directed.
 - Conducts a risk assessment. Implements safety precautions. Responds to emergencies.
 - Implements procedures that promote the correct use and care of program resources.
 - Picks-up equipment/supplies. Helps with the receipt of deliveries. Stores materials properly.
 - Manages stage operations during all rehearsals/performances.
 - Provides technical expertise and manual skill in the installation, servicing and repair of production equipment (e.g., lighting, sound systems, recording devices, etc.).
 - Informs students about personal responsibilities. Verifies authorized fees have been paid.
 - Helps students understand/embrace ethical conduct and democratic values.
 - Trains stage crews in procedures to accomplish duties effectively. Teaches safety measures to prevent injuries. Documents injuries that require treatment.
 - Constructs, strikes and stores stage props/production sets. Maintains orderly work areas (e.g., stage, make up rooms, storage areas, etc.).
 - Keeps the production director informed about emerging issues.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Helps students develop fundraising proposal (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for district approval. Supervises fundraising activities.
 - Ensures student activity accounts (e.g., receipts, expenses, etc.) are suitable for audit.
 - Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
 - Promotes collaboration and facilitates student involvement in community service projects.
 - Arranges student transportation for sanctioned activities. Supervises participants during trips.
 - Promotes respect for program participants. Plans/attends recognition events.
 - Verifies participants have fulfilled all requirements for awards/recognition certificates.
 - Provides opportunities for stakeholders to critique program activities. Implements improvements.
 - Helps clean-up/restore shared resources following program activities.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Encourages community participation in school-sponsored activities.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy and maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as an information resource.

- Actively participates in meetings, conferences and other required school activities.
- Communicates program objectives/performance expectations to students/parents and staff.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: YEARBOOK ADVISOR **File 418**

Reports to: Assigned administrator/supervisor

Job Objective: Coordinates the production, sale and distribution of the school yearbook.

Minimum Qualifications:

- Program specific skills substantiated by training/work experience. Additional certificates and/or credentials deemed appropriate at the time of appointment may be required.
- Available during the summer to fulfill necessary yearbook obligations.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Demonstrates desktop publishing, graphic design, photography and a variety of writing style skills.
- Duties may require working irregular hours and/or a non-traditional schedule.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions:

- 1. Provides direction, support and accountability to help students benefit from program participation. Pursues ongoing program improvements.**
 - Develops a purpose statement, budget and activity schedule for administrative approval.
 - Attends financial in-service training to keep current with accounting procedures as directed.
 - Conducts a risk assessment. Implements safety precautions. Responds to emergencies.
 - Implements procedures that promote the correct use and care of program resources.
 - Stores materials properly. Keeps track of school equipment assigned to students.
 - Encourages active student participation. Publicizes program information. Verifies the accuracy of mail, news releases, posters, etc., prior to public release.
 - Plans/directs program activities. Keeps administrators informed about emerging issues.
 - Recruits, evaluates and selects yearbook staff. Maintains the integrity of the selection process.
 - Informs students about personal responsibilities. Verifies authorized fees have been paid.
 - Helps students understand/embrace ethical conduct and democratic values.
 - Assigns student job duties. Helps with organizational functions (e.g., staff supervision, sales, financial management, recordkeeping, etc.). Ensures contractual obligations are fulfilled.
 - Promotes journalistic integrity. Guides students in the development of their assignments. Helps yearbook staff portray the student population and events accurately.
 - Ensures compliance with copyright/intellectual property laws.
 - Helps students develop a distinctive publication format. Offers guidance with layout, picture/artwork selection, writing styles, etc. Helps students with proofreading/editing functions.
 - Manages program communications. Supervises the sale of advertising.
 - Coordinates print technology activities (e.g., software updates, data security, maintenance, etc.).
 - Selects a yearbook vendor and photographer when outsourced. Monitors production quality and publication deadlines. Oversees the timely coordination of photography sessions.
 - Acquires/verifies event information. Acts as a liaison between students, staff, club/athletic advisors, community members/organizations, etc.
 - Encourages all students to submit creative writing, photographs and artwork for publication.
 - Oversees the selection of publication materials. Ensures yearbook content is accurate and appropriate. Provides the principal an opportunity to review proof materials before publication.
 - Oversees the collection, storage and safe return of artwork, photos, etc.
 - Oversees yearbook security and distribution procedures.
 - Ensures program activities are self-sustaining except when authorized by the administration.
 - Helps students develop fundraising proposal (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for district approval. Supervises fundraising activities.
 - Ensures student activity accounts (e.g., receipts, expenses, etc.) are suitable for audit.
 - Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).

- Promotes collaboration and facilitates student involvement in community service projects.
- Facilitates participation in board-approved local, regional and/or national competitions.
- Arranges student transportation for sanctioned activities. Supervises participants during trips.
- Promotes respect for program participants. Plans/attends recognition events.
- Verifies participants have fulfilled all requirements for awards/recognition certificates.
- Provides opportunities for stakeholders to critique program activities. Implements improvements.
- Helps clean-up/restore shared resources following program activities.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages community participation in school-sponsored activities.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy and maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as an information resource.

- Actively participates in meetings, conferences and other required school activities.
- Communicates program objectives/performance expectations to students/parents and staff.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Complies with district procedures and state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: AIDE (MULTI-TASK)

File 501

Reports to: Assigned administrator/supervisor

Job Objective: Provides support services that help students benefit from the educational program.

- Minimum Qualifications:**
- Valid state department of education license/permit as determined at the time of appointment.
 - Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
 - Behavioral management skills substantiated by training/work experience. Duties may require agility, physical strength, and stamina to address the needs of students with problem behavior and/or require physical assistance (e.g., mobility, transferring, positioning, etc.).
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

NOTE: Position may require successful completion of communicable disease, child abuse/neglect, CPR, and/or first aid training as a condition of employment.

- Essential Functions:**
- 1. Performs duties that facilitate the delivery of program services.**
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
 - Performs support services that may include student assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc.
 - Cleans up spills or other conditions that may contribute to an accident.
 - Maintains high ethical standards and uses good judgment. Does not disclose confidential or private with others.

NOTE: Performance of functions described in this document may vary in scope, frequency and duration. Some duties may not be required based on assignments. Duties designated at the time of hire may be modified to address current, altered, or emerging program/staffing needs.

Cafeteria

- Maintains visibility and monitors students during lunch periods.
- Cleans tables after lunch period as directed.

Classroom

- Performs non-teaching classroom and ancillary duties under the direct supervision of an assigned teacher. Helps individuals or small groups of students with remedial or enrichment activities.
- Helps students with disabilities participate in appropriate classroom activities as directed.

Computer Lab

- Coordinates computer activities with the classroom teacher. Ensures students use appropriate software for the assigned tasks. Prepares training materials and instruction sheets. Helps students/staff use computers and other peripherals effectively.

Copy Services

- Performs imaging/printing services. Scans documents for content errors. Controls costs and reduces waste through careful planning. Checks finished copies for printing flaws.
- Monitors the operation of equipment. Fixes minor malfunctions. Contacts vendors as directed.

Hall Monitor

- Maintains a safe/orderly school environment. Does not permit students to loiter. Verifies students have permission to be in hallways or other areas during scheduled class periods.

Health Clinic

- Helps collect and maintain student health records. Processes parent consent forms. Secures medications in a locked cabinet. Administers medications and assists with health screening activities as directed. Renders basic first aid when a school nurse is not available.

Library/Media

- Works with staff to improve student learning through the effective use of library/media resources.
- Maintains an orderly circulation system. Keeps materials properly shelved.
- Helps students use library/media resources (e.g., computers, peripherals, videos, CD-ROMs, audio tapes, etc.). Assists teachers with the operation of technology equipment.

Office

- Greets/assists office visitors. Answers/directs calls. Types school documents. Duplicates/collates materials. Processes mail and faxes. Receives deliveries. Stores office supplies as directed.
- Processes students arriving late to school. Collects class attendance forms. Distributes absentee list. Prepares attendance records as directed. Monitors students sent to the office for discipline reasons. Locates students as requested. Processes homework requests for absent students.

Playground/Recess

- Patrols the recreation area. Supports opportunities for students to pursue personal interests. Communicates playground/recess rules. Emphasizes fair play/courtesy. Mediates impasses.
- Monitors weather and initiates action to protect students during adverse conditions.
- Stores equipment and helps keep the recreation area orderly.

Preschool/Early Education

- Performs student support services that may include assistance with daily living activities, behavior management, discrete trial training, instructional support, social skills training, task redirection, etc.

Student Care/Assistance

- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities. Assists with behavior management plans when required.
- Facilitates student mobility. Helps students use assistive and/or augmentative devices.
- Assists students with personal care (e.g., catheterization, changing clothing, diapering, toileting, etc.) as trained by a health care professional. Follows standard hygiene/sanitation procedures.

Study Hall, Detention, or In-School Restriction

- Determines seat assignments. Takes attendance. Ensures students have books and classroom assignments. Helps students with questions.
- Authenticates student permission to leave the room. Tracks the location of each assigned student.
- Controls student access to lockers, toilet rooms, etc.

Transportation/Bus Monitor

- Learns proper procedures to assist students during a bus emergency. Assists with passenger loading/unloading. Keeps bus driver and school personnel informed about behavior problems.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages community participation in school-sponsored activities.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy and maintains the confidentiality of privileged information.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.

- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- 4. Pursues opportunities to enhance professional performance.**
 - **Participates in training** to keep current with professional standards associated with work **duties**.
 - Updates skills as needed to use available task-appropriate technology effectively.
 - Works toward mastery of individualized development/performance goals as directed.
- 5. Takes precautions to ensure safety. Helps manage/eliminate risks.**
 - Implements effective pupil management procedures. Provides appropriate student supervision.
 - Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.
- 6. Performs other specific job-related duties as directed.**
 - Assists with unexpected/urgent situations as needed.
 - Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title:	LIBRARY ASSISTANT	File 502
Reports to:	Building Principal and/or assigned supervisor	
Job Objective:	Helps staff/students use library/media resources effectively.	
Minimum Qualifications:	<ul style="list-style-type: none">Valid state department of education license/permit as determined at the time of appointment.Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).Student management and library/media skills substantiated by training/work experience.Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.Maintains a record free of criminal violations that would prohibit public school employment.Meets federal health screening requirements following a conditional offer of employment.Shows evidence of core computer competencies deemed appropriate at the time of hire.	
Essential Functions:	<ol style="list-style-type: none">1. Provides library/media services and ancillary duties that facilitate the timely attainment of program objectives.<ul style="list-style-type: none">Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.Delivers library orientation to students, which includes password distribution, research skills, database information.Supervisory responsibility for library/media center.Provides support services that enhance staff/student access to library/media resources (i.e. book carts).Encourages student interest, enthusiasm and inquisitiveness about subjects and events.Maintains an orderly circulation system. Keeps books, periodicals and reference materials properly shelved. Maintains the school's electronic library media resources.Supplies public library with materials as needed.Processes loans/returns. Prepares overdue notices. Reserves teacher-requested materials.Complies with district procedures to account for the collection of authorized student fees and fines.Works with staff to improve student learning through the effective use of library/media resources.Helps staff/students understand copyright and intellectual property laws.Uses a variety of strategies to introduce new library/media resources to students (e.g., E-mails, websites, displays, etc.) and stimulate interest in life-long learning.Monitors educational equipment, assists staff with set-up and maintains information for record keeping purposes.Helps staff/students use computers, peripherals, videos, CD-ROMs, audio tapes, etc.Supports grade-level curriculum implementation activities. Provides programs that enhance student reading and research skills. Presents special topics to classes when requested.Helps students identify additional library/media and distance learning resources in the community.Provides opportunities for all students to participate in an inclusive educational environment.Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, self-reliance and reflective problem-solving skills. Helps students understand/embrace ethical conduct and democratic values.Facilitates student learning activities that encourage teamwork and positive peer relationships.Prepares letters, memos, notes, E-mails, etc. Maintains calendars/schedules as directed.Sorts/distributes incoming, outgoing and interoffice mail.Prepares photocopies. Prints, collates, covers and binds reports and educational materials.Documents/maintains program asset inventory records. Tags fixed assets as directed.Follows established office procedures to ensure the accurate/timely recording and preservation of documents. Maintains a systematic filing system that supports the efficient retrieval of records.Collects/organizes data for analysis. Helps interpret data for forecasting and/or reports.2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.<ul style="list-style-type: none">Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.Contributes to an effective and positive work/learning environment. Completes all assigned duties.Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.Encourages community participation in school-sponsored activities.Maintains a professional appearance. Wears work attire appropriate for the position.	

- Respects privacy and maintains the confidentiality of privileged information.
 - Takes the initiative to perform routine tasks independently.
- 3. Maintains open/effective communications.**
- Prepares/maintains accurate records. Submits required paperwork on time.
 - Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.
 - Refers district policy interpretation questions to an appropriate administrator.
 - Seeks clarification when directives/expectations are unclear.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- 4. Pursues opportunities to enhance professional performance.**
- **Participates in training** to keep current with professional standards associated with work **duties**.
 - Updates skills as needed to use available task-appropriate technology effectively.
 - Works toward mastery of individualized development/performance goals as directed.
- 5. Takes precautions to ensure safety. Helps manage/eliminate risks.**
- Implements effective pupil management procedures. Provides appropriate student supervision.
 - Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.
- 6. Performs other specific job-related duties as directed.**
- Assists with unexpected/urgent situations as needed.
 - Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: LIFEGUARD

File 503

Reports to: Assigned administrator/supervisor

Job Objective: Supervises the swimming program.

- Minimum Qualifications:**
- Valid Water Safety Instructor certification. Aquatic program leadership skills substantiated by training/work experience. CPR/AED, First Aid, and Lifeguard training are required.
 - Additional certifications may be required as deemed appropriate at the time of appointment.
 - Demonstrates an understanding of swimming pool sanitization/maintenance procedures.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Duties may require working irregular hours/non-traditional schedule as an “on-call” employee.
 - Duties require agility, physical strength, and stamina to address program safety requirements.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**
 - Swim coach knowledge/experience is advantageous.

- Essential Functions:**
- 1. Manages the swimming program. Provides direction, support and accountability to help students benefit from program participation.**
 - Assists with the recruitment, selection, placement and orientation/training of aquatic staff.
 - Helps staff meet established schedules. Maintains essential services during staff absences.
 - Designs and provides swim lessons. Ensures instructional activities are appropriate for physical development, skill level and learning styles of participants.
 - Assumes responsibility for the safety of program participants. Responds to emergencies. Provides assistance until advanced medical care personnel arrive on site. Promptly documents all accidents/injuries.
 - Helps students understand/embrace ethical conduct and democratic values.
 - Uses performance-based safety standards to recommend equipment replacement/upgrades.
 - Assists with non-school use of aquatic facilities (e.g., rentals, scheduling, set-up, etc.). Ensures participants are properly registered and fees are paid. Maintains utilization records.
 - Evaluates operational performance. Identifies short/long-range program needs/opportunities.
 - Protects district property. Ensures the pool is secured when not in use.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district’s public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Encourages community participation in school-sponsored activities.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Maintains an acceptable attendance record and is punctual.
 - Respects privacy and maintains the confidentiality of privileged information.
 - 3. Maintains open/effective communications. Serves as an information resource.**
 - Actively participates in meetings, conferences and other required school activities.
 - Communicates program objectives/performance expectations to students/parents and staff.
 - Prepares/maintains accurate records. Submits required paperwork on time.
 - Provides prompt notification of personal delays or absences.
 - Refers district policy interpretation questions to an appropriate administrator.
 - Seeks clarification when directives/expectations are unclear.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
 - Works with staff to ensure shared resources are used effectively.
 - 4. Pursues opportunities to enhance professional performance.**
 - **Participates in training** to keep current with professional standards associated with work **duties**.
 - Updates skills as needed to use available task-appropriate technology effectively.
 - Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. **Complies with** district procedures **and** state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: VOLUNTEER

File 504

Reports to: Assigned administrator/supervisor

Job Objective: Performs predetermined volunteer duties approved by the district.

NOTE: Assignments are non-binding. Activities must comply with federal/state guidelines, board policies and contractual agreements. Duties may be modified or discontinued without notice.

Minimum Qualifications:

- Congenial disposition and able to learn required skills for the assignment.
- Ability to consistently comply with prearranged schedules.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Shows evidence of core computer competencies deemed appropriate at the time of hire.

Essential Functions:

- 1. Provides services that assist and enhance student educational experiences. Complies with school volunteer guidelines. Provides services under the direction of district staff.**
 - Provides advance notice when scheduling problems cannot be avoided.
 - Reports to the office to sign in/out. Wears approved identification badge when on site. Checks to verify expectations and receive directions. Consults with the supervisor to address questions.
 - Assumes responsibility for learning all emergency procedures (e.g., evacuations, lock downs, adverse weather, power failures, etc.). Promptly reports work-related injuries to a supervisor.
 - Respects the educational environment. Avoids interrupting classroom instruction.
 - Learns the proper procedure for operating equipment associated with the assignment.
 - Performs clerical and recordkeeping duties as directed.
 - Displays impartiality and objectivity. Works with students in the presence of another adult.
 - Attends to student concerns discreetly when assistance is requested.
 - Helps students with disabilities participate in inclusive educational environments as directed.
 - Stores materials/equipment properly. Notifies a supervisor when supplies are running low.
 - Receives, sorts and counts money for program activities only under direct supervision.
 - Participates in self-evaluation/program assessment activities to monitor achievements.
 - Represents the district in public only as directed by a district administrator.
- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Encourages community participation in school-sponsored activities.
 - Maintains a professional appearance. Wears work attire appropriate for the assignment.
 - Respects privacy and maintains the confidentiality of privileged information.
 - Takes the initiative to perform routine tasks independently.
- 3. Maintains open/effective communications.**
 - Provides prompt notification of personal delays or absences.
 - Refers district policy interpretation questions to an appropriate administrator.
 - Seeks clarification when directives/expectations are unclear.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- 4. Pursues opportunities to enhance professional performance.**
 - Attends volunteer meetings/training programs as directed.
 - Updates skills as needed to use available task-appropriate technology effectively.
 - Works toward mastery of individualized development/performance goals as directed.
- 5. Takes precautions to ensure safety. Helps manage/eliminate risks.**
 - Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Complies with district procedures and state law when dealing with discrimination and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

- Title:** CUSTODIAL COORDINATOR **File 601**
- Reports to:** Supervisor of Facilities Operations
- Job Objective:** Performs duties on a rotating basis to maintain appropriate service levels during staff absences.
- Minimum Qualifications:**
- High school diploma. Work skills substantiated by training and/or work experience.
 - Ability to perform physically demanding work that includes lifting/moving heavy items.
 - Displays extensive knowledge of electrical, boiler, pool, and technology equipment.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Displays sufficient math skills to calculate totals, percentages, ratios, and portions accurately.
 - Duties may require working irregular hours/non-traditional schedule as an “on-call” employee.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**
- Essential Functions:**
- 1. Performs custodial duties to protect/preserve buildings, equipment and furnishings.**
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
 - Checks daily schedule to find out if a school activity requires preparation or clean up.
 - Cleans assigned areas. Dry mops/washes floors. Cleans furniture, fixtures, walls and windows. Provides regular/orderly removal of trash. Moves/arranges furnishings, supplies and equipment as directed. Cleans lockers. Replaces light bulbs. Sanitizes and re-supplies toilet rooms. Cleans glass, display cases, partitions, light fixtures, etc. Polishes hardware (e.g., door handles, push/kick plates, handrails, drinking fountains, etc.). Vacuums/power cleans carpets and upholstered furnishings. Spot cleans stains. Cleans floor mats/runners.
 - Complies with current safety standards to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc. Promptly reports work-related injuries to a supervisor.
 - Maintains contact with cleaning supply vendors. Coordinates the ordering of supplies for all schools as needed to avoid work interruptions.
 - Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
 - Complies with Material Safety Data Sheet (MSDS) information. Ensures all materials are labeled/stored properly. Seeks advice when uncertain about product use or disposal procedures.
 - Assists with the pick-up/delivery of equipment, materials and other supplies as directed.
 - Reports traffic citations, accidents, or property damage that occurs on or off the job.
 - Monitors building security. Assists community groups as directed. Directs visitors to the office.
 - Secures misplaced items in the lost and found storage area.
 - Protects district property. Complies with safety practices/procedures. Maintains clear routes for emergency egress. Ensures assigned work areas are secured at the end of the work shift.
 - Reports workplace concerns (e.g., damaged equipment, leaks, noises, structural defects, odors, etc.). Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Suggests procedures to prevent the loss of supplies/equipment.
 - Uses performance-based safety standards to recommend equipment replacement/upgrades.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district’s public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy and maintains the confidentiality of privileged information.
 - Takes the initiative to perform routine tasks independently.
 - 3. Maintains open/effective communications.**
 - Prepares/maintains accurate records. Submits required paperwork on time.
 - Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.
 - Refers district policy interpretation questions to an appropriate administrator.

- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance professional performance.

- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: CUSTODIAN I

File 602

Reports to: Supervisor of Facilities Operations

Job Objective: Performs general custodial duties.

- Minimum Qualifications:**
- High school diploma. Work skills substantiated by training and/or work experience.
 - Ability to perform physically demanding work that includes lifting/moving heavy items.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Displays basic knowledge of electrical, boiler, pool, and technology equipment.
 - Displays sufficient math skills to calculate totals, percentages, ratios, and portions accurately.
 - Duties may require working irregular hours/non-traditional schedule as an "on-call" employee.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

NOTE: This position may require time adjustments up to ten percent of the daily custodial schedule to address non-routine technical developments requiring prompt attention.

- Essential Functions:**
- 1. Performs custodial duties to protect/preserve buildings, equipment and furnishings.**
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
 - Checks daily schedule to find out if a school activity requires preparation or clean up.
 - Cleans assigned areas. Dry mops/washes floors. Cleans furniture, fixtures, walls and windows. Provides regular/orderly removal of trash. Moves/arranges furnishings, supplies and equipment as directed. Cleans lockers. Replaces light bulbs. Sanitizes and re-supplies toilet rooms. Cleans glass, display cases, partitions, light fixtures, etc. Polishes hardware (e.g., door handles, push/kick plates, handrails, drinking fountains, etc.). Vacuums/power cleans carpets and upholstered furnishings. Spot cleans stains. Cleans floor mats/runners.
 - Complies with current safety standards to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc. Promptly reports work-related injuries to a supervisor.
 - Requests replacement of depleted supplies as needed to avoid work interruptions.
 - Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
 - Complies with Material Safety Data Sheet (MSDS) information. Ensures all materials are labeled/stored properly. Seeks advice when uncertain about product use or disposal procedures.
 - Assists with the pick-up/delivery of equipment, materials and other supplies as directed.
 - Reports traffic citations, accidents, or property damage that occurs on or off the job.
 - Monitors building security. Assists community groups as directed. Directs visitors to the office.
 - Secures misplaced items in the lost and found storage area.
 - Performs seasonal grounds keeping duties (e.g., landscaping, clear snow from walkways, maintain flower beds, mow lawns, rake/mulch leaves, remove trash, trim hedges/trees, etc).
 - Protects district property. Complies with safety practices/procedures. Maintains clear routes for emergency egress. Ensures assigned work areas are secured at the end of the work shift.
 - Inspects the building/grounds regularly. Reports concerns (e.g., damaged equipment, leaks, noises, structural defects, odors, etc.). Monitors HVAC and safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Suggests procedures to prevent the loss of supplies/equipment. Keeps work/storage areas orderly.
 - Uses performance-based safety standards to recommend equipment replacement/upgrades.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy and maintains the confidentiality of privileged information.
 - Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance professional performance.

- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: CUSTODIAN II

File 603

Reports to: Supervisor of Facilities Operations

Job Objective: Performs general custodial duties.

- Minimum Qualifications:**
- High school diploma. Work skills substantiated by training and/or work experience.
 - Ability to perform physically demanding work that includes lifting/moving heavy items.
 - Displays basic knowledge of electrical, boiler, pool, and technology equipment.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Displays sufficient math skills to calculate totals, percentages, ratios, and portions accurately.
 - Duties may require working irregular hours/non-traditional schedule as an “on-call” employee.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

NOTE: This position may require time adjustments up to forty percent of the daily custodial schedule to address non-routine technical developments requiring prompt attention.

- Essential Functions:**
- 1. Performs custodial duties to protect/preserve buildings, equipment and furnishings.**
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
 - Checks daily schedule to find out if a school activity requires preparation or clean up.
 - Cleans assigned areas. Dry mops/washes floors. Cleans furniture, fixtures, walls and windows. Provides regular/orderly removal of trash. Moves/arranges furnishings, supplies and equipment as directed. Cleans lockers. Replaces light bulbs. Sanitizes and re-supplies toilet rooms. Cleans glass, display cases, partitions, light fixtures, etc. Polishes hardware (e.g., door handles, push/kick plates, handrails, drinking fountains, etc.). Vacuums/power cleans carpets and upholstered furnishings. Spot cleans stains. Cleans floor mats/runners.
 - Complies with current safety standards to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc. Promptly reports work-related injuries to a supervisor.
 - Requests replacement of depleted supplies as needed to avoid work interruptions.
 - Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
 - Complies with Material Safety Data Sheet (MSDS) information. Ensures all materials are labeled/stored properly. Seeks advice when uncertain about product use or disposal procedures.
 - Assists with the pick-up/delivery of equipment, materials and other supplies as directed.
 - Reports traffic citations, accidents, or property damage that occurs on or off the job.
 - Monitors building security. Assists community groups as directed. Directs visitors to the office.
 - Secures misplaced items in the lost and found storage area.
 - Performs seasonal grounds keeping duties (e.g., landscaping, clear snow from walkways, maintain flower beds, mow lawns, rake/mulch leaves, remove trash, trim hedges/trees, etc).
 - Protects district property. Complies with safety practices/procedures. Maintains clear routes for emergency egress. Ensures assigned work areas are secured at the end of the work shift.
 - Inspects the building/grounds regularly. Reports concerns (e.g., damaged equipment, leaks, noises, structural defects, odors, etc.). Monitors HVAC and safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Suggests procedures to prevent the loss of supplies/equipment. Keeps work/storage areas orderly.
 - Uses performance-based safety standards to recommend equipment replacement/upgrades.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district’s public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy and maintains the confidentiality of privileged information.
 - Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- **Updates skills as needed to use available task-appropriate** technology **effectively**.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: CUSTODIAN III

File 604

Reports to: Supervisor of Facilities Operations

Job Objective: Performs general custodial duties.

- Minimum Qualifications:**
- High school diploma. Work skills substantiated by training and/or work experience.
 - Ability to perform physically demanding work that includes lifting/moving heavy items.
 - Displays basic knowledge of electrical, boiler, pool, and technology equipment.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Displays sufficient math skills to calculate totals, percentages, ratios, and portions accurately.
 - Duties may require working irregular hours/non-traditional schedule as an "on-call" employee.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

NOTE: This position may require time adjustments up to one hundred percent of the daily custodial schedule to address non-routine technical developments requiring prompt attention.

- Essential Functions:**
- 1. Performs custodial duties to protect/preserve buildings, equipment and furnishings.**
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
 - Checks daily schedule to find out if a school activity requires preparation or clean up.
 - Cleans assigned areas. Dry mops/washes floors. Cleans furniture, fixtures, walls and windows. Provides regular/orderly removal of trash. Moves/arranges furnishings, supplies and equipment as directed. Cleans lockers. Replaces light bulbs. Sanitizes and re-supplies toilet rooms. Cleans glass, display cases, partitions, light fixtures, etc. Polishes hardware (e.g., door handles, push/kick plates, handrails, drinking fountains, etc.). Vacuums/power cleans carpets and upholstered furnishings. Spot cleans stains. Cleans floor mats/runners.
 - Complies with current safety standards to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc. Promptly reports work-related injuries to a supervisor.
 - Requests replacement of depleted supplies as needed to avoid work interruptions.
 - Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
 - Complies with Material Safety Data Sheet (MSDS) information. Ensures all materials are labeled/stored properly. Seeks advice when uncertain about product use or disposal procedures.
 - Assists with the pick-up/delivery of equipment, materials and other supplies as directed.
 - Reports traffic citations, accidents, or property damage that occurs on or off the job.
 - Monitors building security. Assists community groups as directed. Directs visitors to the office.
 - Secures misplaced items in the lost and found storage area.
 - Performs seasonal grounds keeping duties (e.g., landscaping, clear snow from walkways, maintain flower beds, mow lawns, rake/mulch leaves, remove trash, trim hedges/trees, etc).
 - Protects district property. Complies with safety practices/procedures. Maintains clear routes for emergency egress. Ensures assigned work areas are secured at the end of the work shift.
 - Inspects the building/grounds regularly. Reports concerns (e.g., damaged equipment, leaks, noises, structural defects, odors, etc.). Monitors HVAC and safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Suggests procedures to prevent the loss of supplies/equipment. Keeps work/storage areas orderly.
 - Uses performance-based safety standards to recommend equipment replacement/upgrades.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy and maintains the confidentiality of privileged information.
 - Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance professional performance.

- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title:	SUPERVISOR OF FACILITIES OPERATIONS	File 605
Reports to:	Assigned administrator/supervisor	
Job Objective:	Supervises district-wide facilities services.	
Minimum Qualifications:	<ul style="list-style-type: none">· Mechanical, electrical, plumbing, carpentry, masonry, building systems (e.g., HVAC, fire suppression, security, communication, etc.) and budget management skills substantiated by training/work experience. Specific license/certification may be required as deemed appropriate at the time of hire. Bachelors/Masters degree in engineering and organizational development training is advantageous. Displays advanced math skills.· Ability to manage compliance with environmental, health and safety laws/regulations.· Ability to perform physically demanding work that includes lifting/moving heavy items.· Ability to work effectively with vendors providing professional services (e.g., architects, electrical and mechanical engineers, etc.).· Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.· Demonstrates “hands-on” leadership skills in developing/managing people.· Duties require working irregular hours/non-traditional schedule as an “on-call” employee.· Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.· Exhibits effective time management and resourceful problem-solving skills.· Maintains a record free of criminal violations that would prohibit public school employment.· Meets federal health screening requirements following a conditional offer of employment.· Shows evidence of core computer competencies deemed appropriate at the time of hire.· Valid driver’s license. Meets prerequisite/ongoing qualifications to be covered by the district’s insurance carrier. Commercial Driver’s License (CDL) is advantageous.	
Essential Functions:	<p>1. Manages the delivery/advancement of facilities services.</p> <ul style="list-style-type: none">· Participates as an active member of the administrative team.· Monitors/facilitates compliance with relevant local, state and federal laws.· Develops a work plan. Ensures essential tasks are completed within required time-frames.· Contributes to the development of a comprehensive district-wide strategic plan.· Implements organizational practices that encourage employee commitment to change initiatives.· Assists with the recruitment, selection, placement and orientation/training of assigned staff.· Actively supervises program staff. Establishes appropriate levels of employee autonomy. Helps staff understand/participate in collective goal and shared decision-making processes. Assumes responsibility for the results of duties delegated to staff. Evaluates/documents staff performance.· Arranges for substitutes during staff absences when authorized by district personnel policies.· Verifies/approves time sheets (e.g., daily hours, authorized overtime, absences, etc.).· Manages the board-approved budget for assigned responsibilities. Controls costs. Requisitions equipment, supplies and services. Ensures program resources are equitably apportioned and appropriate for the purposes/needs of the district. Upholds fiscal accountability standards.· Helps prepare bond sale prospectuses. Helps administer the permanent improvement budget.· Directs the pick-up/delivery of facilities supplies/equipment to maintain reliable service levels. Approves invoices for payment. Prepares revenue/expense projections as requested.· Provides technical expertise/manual skill in inspecting, repairing, and maintaining buildings equipment systems, furnishings and grounds. Implements preventive maintenance programs.· Inspects buildings, grounds, and equipment regularly. Resolves problems (e.g., building codes, ordinances, electrical, equipment malfunctions, plumbing, structural integrity, vandalism, etc.).· Manages construction/renovation/demolition projects. Works closely with project management and construction personnel. Monitors contractors/vendors performance.· Oversees the care of landscaped areas/athletic fields. Maintains grounds keeping equipment.· Monitors air quality. Oversees the asbestos management program. Attends training courses. Develops abatement programs as needed.· Updates snow emergency plans. Manages snow removal operations.· Coordinates preparation/clean-up activities for district events. Maintains building utilization records. Assists with non-school use of district facilities (e.g., rental, scheduling, set-up, etc.).· Investigates/prepares accident reports. Documents injuries that require treatment.· Plans/schedules facilities staff development/in-service training activities. Provides safety and hazard communication (HazCom) training as directed.	

- Assists the central administrative office with the management of non-consumable asset records.
- Uses performance-based safety standards to recommend equipment replacement/upgrades.

- Evaluates operational performance. Identifies short/long-range program needs/opportunities.
- Aligns annual budget/appropriation measure recommendations with district goals.
- Explores alternative funding and ways to strengthen/expand the use of community resources.
- Protects district property. Ensures buildings and job sites are secured at the end of the day.

- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Cultivates relationships that promote a strong commitment of public support for the district.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - **Enforces** drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy and maintains the confidentiality of privileged information.
 - Sustains an effective and positive work/learning environment. Completes assigned duties on time.

- 3. Maintains open/effective communications. Serves as an information resource.**
 - Communicates district objectives/performance goals to stakeholders.
 - Coordinates facilities staff meetings and other required department activities.
 - Prepares/maintains accurate records. Submits required paperwork on time.
 - Provides prompt notification of personal delays or absences.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
 - Works with staff to ensure shared resources are used effectively.

- 4. Pursues opportunities to enhance professional performance.**
 - **Participates in training to** keep current with professional standards associated with work **duties**.
 - Updates skills as needed to use available task-appropriate technology effectively.
 - Works toward mastery of individualized development/performance goals as directed.

- 5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.**
 - Helps update/implement the district's emergency preparedness/crisis response plan.
 - Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

- 6. Performs other specific job-related duties as directed.**
 - Assists with unexpected/urgent situations as needed.
 - Implements workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: HEAD CUSTODIAN

File 606

Reports to: Supervisor of Facilities Operations

Job Objective: Supervises and participates in the delivery of custodial services.

- Minimum Qualifications:**
- High school diploma. Work skills substantiated by training and/or work experience.
 - Specific license/certification may be required as deemed appropriate at the time of hire.
 - Ability to manage compliance with environmental, health and safety laws/regulations.
 - Ability to perform physically demanding work that includes lifting/moving heavy items.
 - Demonstrates “hands-on” leadership skills in developing/managing people.
 - Demonstrates advanced skills in boiler, pool, technology and building systems.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Displays sufficient math skills to calculate totals, percentages, ratios, and portions accurately.
 - Duties may require working irregular hours/non-traditional schedule as an “on-call” employee.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**
 - Valid driver’s license. Meets prerequisite/ongoing qualifications to be covered by the district’s insurance carrier. Commercial Driver’s License (CDL) is advantageous.

- Essential Functions:**
- 1. Manages the delivery/advancement of high-quality custodial services. Consults with administrators to evaluate custodial services and identify opportunities for improvement.**
 - Assists with the recruitment, selection, placement and orientation/training of assigned staff.
 - Develops a work plan. Ensures essential tasks are completed within required time-frames.
 - Actively assists/instructs, empowers and monitors assigned staff to improve performance.
 - Conducts frequent inspections to ensure completed work meets district specifications.
 - Routinely checks custodial equipment to ensure it is operational and available when needed.
 - Coordinates preparation/clean-up activities for special events.
 - Verifies/approves time sheets (e.g., daily hours, authorized overtime, absences, etc.).
 - Cleans assigned areas. Dry mops/washes floors. Cleans furniture, fixtures, walls and windows. Provides regular/orderly removal of trash. Moves/arranges furnishings, supplies and equipment as directed. Cleans lockers. Replaces light bulbs. Sanitizes and re-supplies toilet rooms. Cleans glass, display cases, partitions, light fixtures, etc. Polishes hardware (e.g., door handles, push/kick plates, handrails, drinking fountains, etc.). Vacuums/power cleans carpets and upholstered furnishings. Spot cleans stains. Cleans floor mats/runners.
 - Complies with current safety standards to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc. Promptly reports work-related injuries to a supervisor.
 - Reorders supplies as needed to maintain reliable service levels. Approves invoices for payment. Prepares revenue/expense projections as requested.
 - Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
 - Balances the use of “green” products with other options to address cleaning/disinfecting issues.
 - Complies with Material Safety Data Sheet (MSDS) information. Ensures all materials are labeled/stored properly. Seeks advice when uncertain about product use or disposal procedures.
 - Assists with the pick-up/delivery of equipment, materials and other supplies as directed.
 - Reports traffic citations, accidents, or property damage that occurs on or off the job.
 - Monitors building security. Assists community groups as directed. Directs visitors to the office.
 - Secures misplaced items in the lost and found storage area.
 - Protects district property. Complies with safety practices/procedures. Maintains clear routes for emergency egress. Ensures assigned work areas are secured at the end of the work shift.
 - Reports workplace concerns (e.g., damaged equipment, leaks, noises, structural defects, odors, etc.). Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Suggests procedures to prevent the loss of supplies/equipment.
 - Uses performance-based safety standards to recommend equipment replacement/upgrades.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district’s public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.

- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy and maintains the confidentiality of privileged information.
- Sustains an effective and positive work/learning environment. Completes assigned duties on time.

3. Maintains open/effective communications. Serves as an information resource.

- Communicates district objectives/performance goals to stakeholders.
- Helps coordinate custodial staff meetings and other required department activities.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- **Updates skills as needed to use available task-appropriate** technology **effectively**.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Helps update/implement the district's emergency preparedness/crisis response plan.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: MAINTENANCE REPAIRMAN I

File 607

Reports to: Supervisor of Facilities Operations

Job Objective: Performs general maintenance duties.

Minimum Qualifications:

- High school diploma. Skills substantiated by training and/or work experience in mechanical, electrical, plumbing, carpentry, masonry, and building systems (e.g., HVAC, fire suppression, security, communication, etc.). Specific license/certification may be required as deemed appropriate at the time of hire.
- Ability to perform physically demanding work that includes lifting/moving heavy items.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Displays sufficient math skills to calculate totals, percentages, ratios, and portions accurately.
- Duties may require working irregular hours/non-traditional schedule as an "on-call" employee.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**
- Valid driver's license is required. Meets prerequisite/ongoing qualifications to be covered by the district's insurance carrier. Commercial Driver's License (CDL) is advantageous.

NOTE: This position may require time adjustments up to twenty percent of the daily maintenance schedule to address non-routine technical developments requiring prompt attention.

Essential Functions:

1. Provides technical expertise/manual skill in inspecting, repairing, and maintaining buildings, grounds, equipment and furnishings under the guidance of a supervisor.

- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
- Performs mechanical, electrical, glazing, painting, plastering, plumbing, carpentry, and masonry duties. Cleans, moves and arranges furnishings as directed.
- Avoids disrupting school activities except during emergencies.
- Performs preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares equipment for storage, etc.).
- Monitors, regulates and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activities and/or shutdown.
- Performs grounds keeping activities (e.g., mows grass, maintains trees/gardens, etc.).
- Assists with snow removal operations as directed.
- Complies with current safety standards to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc. Promptly reports work-related injuries to a supervisor.
- Requests replacement of depleted supplies as needed to avoid work interruptions.
- Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
- Complies with Material Safety Data Sheet (MSDS) information. Ensures all materials are labeled/stored properly. Seeks advice when uncertain about product use or disposal procedures.
- Assists with the pick-up/delivery of equipment, materials and other supplies as directed.
- Reports traffic citations, accidents, or property damage that occurs on or off the job.
- Monitors building security. Assists community groups as directed. Directs visitors to the office.
- Secures misplaced items in the lost and found storage area.
- Protects district property. Complies with safety practices/procedures. Maintains clear routes for emergency egress. Ensures assigned work areas are secured at the end of the work shift.
- Reports workplace concerns (e.g., damaged equipment, leaks, noises, structural defects, odors, etc.). Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Suggests procedures to prevent the loss of supplies/equipment.
- Uses performance-based safety standards to recommend equipment replacement/upgrades.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.

- Respects privacy and maintains the confidentiality of privileged information.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences according to O.A.P.S.E agreement.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

4. Pursues opportunities to enhance professional performance.

- **Participates in training to** keep current with professional standards associated with work **duties**.
- **Updates skills as needed to use available task-appropriate** technology **effectively**.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: MAINTENANCE REPAIRMAN II

File 608

Reports to: Supervisor of Facilities Operations

Job Objective: Performs general maintenance duties.

Minimum Qualifications:

- High school diploma. Skills substantiated by training and/or work experience in mechanical, electrical, plumbing, carpentry, masonry, and building systems (e.g., HVAC, fire suppression, security, communication, etc.). Specific license/certification may be required as deemed appropriate at the time of hire.
- Ability to perform physically demanding work that includes lifting/moving heavy items.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Displays sufficient math skills to calculate totals, percentages, ratios, and portions accurately.
- Duties may require working irregular hours/non-traditional schedule as an “on-call” employee.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Exhibits effective time management and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**
- Valid driver’s license is required. Meets prerequisite/ongoing qualifications to be covered by the district’s insurance carrier. Commercial Driver’s License (CDL) is advantageous.

NOTE: This position may require time adjustments up to fifty percent of the daily maintenance schedule to address non-routine technical developments requiring prompt attention.

Essential Functions:

1. Provides technical expertise/manual skill in inspecting, repairing, and maintaining buildings, grounds, equipment and furnishings under the guidance of a supervisor.

- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
- Performs mechanical, electrical, glazing, painting, plastering, plumbing, carpentry, and masonry duties. Cleans, moves and arranges furnishings as directed.
- Avoids disrupting school activities except during emergencies.
- Performs preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares equipment for storage, etc.).
- Monitors, regulates and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activities and/or shutdown.
- Performs grounds keeping activities (e.g., mows grass, maintains trees/gardens, etc.).
- Assists with snow removal operations as directed.
- Complies with current safety standards to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc. Promptly reports work-related injuries to a supervisor.
- Requests replacement of depleted supplies as needed to avoid work interruptions.
- Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
- Complies with Material Safety Data Sheet (MSDS) information. Ensures all materials are labeled/stored properly. Seeks advice when uncertain about product use or disposal procedures.
- Assists with the pick-up/delivery of equipment, materials and other supplies as directed.
- Reports traffic citations, accidents, or property damage that occurs on or off the job.
- Monitors building security. Assists community groups as directed. Directs visitors to the office.
- Secures misplaced items in the lost and found storage area.
- Protects district property. Complies with safety practices/procedures. Maintains clear routes for emergency egress. Ensures assigned work areas are secured at the end of the work shift.
- Reports workplace concerns (e.g., damaged equipment, leaks, noises, structural defects, odors, etc.). Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Suggests procedures to prevent the loss of supplies/equipment.
- Uses performance-based safety standards to recommend equipment replacement/upgrades.

2. Exemplifies professionalism and fosters goodwill to enhance the district’s public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.

- Respects privacy and maintains the confidentiality of privileged information.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

4. Pursues opportunities to enhance professional performance.

- **Participates in training to** keep current with professional standards associated with work **duties**.
- **Updates skills as needed to use available task-appropriate** technology **effectively**.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: MAINTENANCE REPAIRMAN III

File 609

Reports to: Supervisor of Facilities Operations

Job Objective: Performs general maintenance duties.

- Minimum Qualifications:**
- High school diploma. Skills substantiated by training and/or work experience in mechanical, electrical, plumbing, carpentry, masonry, and building systems (e.g., HVAC, fire suppression, security, communication, etc.).
 - Ability to perform physically demanding work that includes lifting/moving heavy items.
 - Demonstrates “hands-on” leadership skills and a commitment to high performance standards.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Displays sufficient math skills to calculate totals, percentages, ratios, and portions accurately.
 - Duties may require working irregular hours/non-traditional schedule as an “on-call” employee.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**
 - Valid driver’s license is required. Meets prerequisite/ongoing qualifications to be covered by the district’s insurance carrier. Commercial Driver’s License (CDL) is advantageous.

NOTE: This position may require time adjustments up to seventy-five percent of the daily maintenance schedule to address non-routine technical developments requiring prompt attention.

- Essential Functions:**
- 1. Provides technical expertise/manual skill in inspecting, repairing, and maintaining buildings, grounds, equipment and furnishings under the guidance of a supervisor.**
 - Actively monitors, assists/instructs and empowers assigned staff to improve performance.
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
 - Performs mechanical, electrical, glazing, painting, plastering, plumbing, carpentry duties. Cleans, moves and arranges furnishings as directed.
 - Avoids disrupting school activities except during emergencies.
 - Performs preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares equipment for storage, etc.).
 - Monitors, regulates and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activities and/or shutdown.
 - Performs grounds keeping activities (e.g., mows grass, maintains trees/gardens, etc.).
 - Assists with snow removal operations as directed.
 - Complies with current safety standards to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc. Promptly reports work-related injuries to a supervisor.
 - Requests replacement of depleted supplies as needed to avoid work interruptions.
 - Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
 - Complies with Material Safety Data Sheet (MSDS) information. Ensures all materials are labeled/stored properly. Seeks advice when uncertain about product use or disposal procedures.
 - Assists with the pick-up/delivery of equipment, materials and other supplies as directed.
 - Reports traffic citations, accidents, or property damage that occurs on or off the job.
 - Monitors building security. Assists community groups as directed. Directs visitors to the office.
 - Secures misplaced items in the lost and found storage area.
 - Protects district property. Complies with safety practices/procedures. Maintains clear routes for emergency egress. Ensures assigned work areas are secured at the end of the work shift.
 - Reports workplace concerns (e.g., damaged equipment, leaks, noises, structural defects, odors, etc.). Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Suggests procedures to prevent the loss of supplies/equipment.
 - Uses performance-based safety standards to recommend equipment replacement/upgrades.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district’s public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy and maintains the confidentiality of privileged information.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

4. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

5. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: MAINTENANCE TECHNICIAN I

File 610

Reports to: Supervisor of Facilities Operations

Job Objective: Performs wide-ranging maintenance duties.

- Minimum Qualifications:**
- High school diploma. Advanced-level skills in mechanical, electrical, plumbing, carpentry, masonry, and building systems (e.g., HVAC, fire suppression, security, communication, etc.) substantiated by training/work experience. Specific license/certification may be required as deemed appropriate at the time of hire.
 - Ability to manage compliance with environmental, health and safety laws/regulations.
 - Ability to perform physically demanding work that includes lifting/moving heavy items.
 - Demonstrates “hands-on” leadership skills and a commitment to high performance standards.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Displays sufficient math skills to calculate totals, percentages, ratios, and portions accurately.
 - Duties may require working irregular hours/non-traditional schedule as an “on-call” employee.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**
 - Valid driver’s license is required. Meets prerequisite/ongoing qualifications to be covered by the district’s insurance carrier. Commercial Driver’s License (CDL) is advantageous.

NOTE: This position may require time adjustments up to eighty percent of the daily maintenance schedule to address non-routine technical developments requiring prompt attention.

Essential Functions:

1. Provides technical expertise/manual skill in inspecting, repairing, and maintaining buildings, grounds, equipment and furnishings.

- Actively monitors, assists/instructs and empowers assigned staff to improve performance.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
- Performs mechanical, electrical, glazing, painting, plastering, plumbing, carpentry, and masonry duties. Cleans, moves and arranges furnishings as directed.
- Avoids disrupting school activities except during emergencies.
- Performs preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares equipment for storage, etc.).
- Monitors, regulates and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activities and/or shutdown.
- Performs grounds keeping activities (e.g., mows grass, maintains trees/gardens, etc.).
- Assists with snow removal operations as directed.
- Complies with current safety standards to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc. Promptly reports work-related injuries to a supervisor.
- Requests replacement of depleted supplies as needed to avoid work interruptions.
- Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
- Complies with Material Safety Data Sheet (MSDS) information. Ensures all materials are labeled/stored properly. Seeks advice when uncertain about product use or disposal procedures.
- Assists with the pick-up/delivery of equipment, materials and other supplies as directed.
- Reports traffic citations, accidents, or property damage that occurs on or off the job.
- Monitors building security. Assists community groups as directed. Directs visitors to the office.
- Secures misplaced items in the lost and found storage area.
- Protects district property. Complies with safety practices/procedures. Maintains clear routes for emergency egress. Ensures assigned work areas are secured at the end of the work shift.
- Reports workplace concerns (e.g., damaged equipment, leaks, noises, structural defects, odors, etc.). Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Suggests procedures to prevent the loss of supplies/equipment.
- Uses performance-based safety standards to recommend equipment replacement/upgrades.

2. Exemplifies professionalism and fosters goodwill to enhance the district’s public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.

- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy and maintains the confidentiality of privileged information.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

- Title:** MAINTENANCE TECHNICIAN II **File 611**
- Reports to:** Supervisor of Facilities Operations
- Job Objective:** Performs wide-ranging maintenance duties.
- Minimum Qualifications:**
- High school diploma. Advanced-level skills in mechanical, electrical, plumbing, carpentry, masonry, and building systems (e.g., HVAC, fire suppression, security, communication, etc.) substantiated by training/work experience.
 - Ability to manage compliance with environmental, health and safety laws/regulations.
 - Ability to perform physically demanding work that includes lifting/moving heavy items.
 - Demonstrates “hands-on” leadership skills and a commitment to high performance standards.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Displays sufficient math skills to calculate totals, percentages, ratios, and portions accurately.
 - Duties may require working irregular hours/non-traditional schedule as an “on-call” employee.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**
 - Valid driver’s license is required. Meets prerequisite/ongoing qualifications to be covered by the district’s insurance carrier. Commercial Driver’s License (CDL) is advantageous.

NOTE: This position may require time adjustments up to one hundred percent of the daily maintenance schedule to address non-routine technical developments requiring prompt attention.

- Essential Functions:**
- 1. Provides technical expertise/manual skill in inspecting, repairing, and maintaining buildings, grounds, equipment and furnishings.**
 - Actively monitors, assists/instructs and empowers assigned staff to improve performance.
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
 - Performs mechanical, electrical, glazing, painting, plastering, plumbing, carpentry, and masonry duties. Cleans, moves and arranges furnishings as directed.
 - Avoids disrupting school activities except during emergencies.
 - Performs preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares equipment for storage, etc.).
 - Monitors, regulates and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activities and/or shutdown.
 - Performs grounds keeping activities (e.g., mows grass, maintains trees/gardens, etc.).
 - Assists with snow removal operations as directed.
 - Complies with current safety standards to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc. Promptly reports work-related injuries to a supervisor.
 - Requests replacement of depleted supplies as needed to avoid work interruptions.
 - Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
 - Complies with Material Safety Data Sheet (MSDS) information. Ensures all materials are labeled/stored properly. Seeks advice when uncertain about product use or disposal procedures.
 - Assists with the pick-up/delivery of equipment, materials and other supplies as directed.
 - Reports traffic citations, accidents, or property damage that occurs on or off the job.
 - Monitors building security. Assists community groups as directed. Directs visitors to the office.
 - Secures misplaced items in the lost and found storage area.
 - Protects district property. Complies with safety practices/procedures. Maintains clear routes for emergency egress. Ensures assigned work areas are secured at the end of the work shift.
 - Reports workplace concerns (e.g., damaged equipment, leaks, noises, structural defects, odors, etc.). Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Suggests procedures to prevent the loss of supplies/equipment.
 - Uses performance-based safety standards to recommend equipment replacement/upgrades.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district’s public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.

- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy and maintains the confidentiality of privileged information.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

4. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

5. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: TEMPORARY OR SEASONAL WORKER

File 612

Reports to: Assigned administrator/supervisor

Job Objective: Performs maintenance, custodial, cleaning and/or grounds keeping duties.

NOTE: Assignments are non-binding. Duties may be modified or discontinued. Performance of functions described in this document may vary in scope, frequency and duration as needed.

- Minimum Qualifications:**
- High school diploma. Diploma requirement may be waived for student training positions.
 - Basic skills in maintenance/repair procedures and operation of custodial or grounds keeping equipment as determined at the time of appointment.
 - Ability to perform physically demanding work that includes lifting/moving heavy items.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Displays sufficient math skills to calculate totals, percentages, ratios, and portions accurately.
 - Duties may require working irregular hours/non-traditional schedule as an “on-call” employee.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**
 - Valid driver’s license is required. Meets prerequisite/ongoing qualifications to be covered by the district’s insurance carrier. Commercial Driver’s License (CDL) is advantageous.

- Essential Functions:**
- 1. Checks with the supervisor to verify daily assignments and work schedule.**
 - Follows sign in/out procedures. Complies with the department and/or building work schedule.
 - Learns the proper procedure for operating equipment associated with the assignment.
 - Consults with the assigned supervisor to resolve questions and/or concerns.
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
 - Avoids disrupting school activities except during emergencies. Assumes responsibility for learning emergency procedures (e.g., evacuations, lock downs, adverse weather, power failures, etc.).
 - Cleans assigned areas. Dry mops/washes floors. Cleans furniture, fixtures, walls and windows. Provides regular/orderly removal of trash. Moves/arranges furnishings, supplies and equipment as directed. Cleans lockers. Replaces light bulbs. Sanitizes and re-supplies toilet rooms. Cleans glass, display cases, partitions, light fixtures, etc. Polishes hardware (e.g., door handles, push/kick plates, handrails, drinking fountains, etc.). Vacuums/power cleans carpets and upholstered furnishings. Spot cleans stains. Cleans floor mats/runners.
 - Complies with current safety standards to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc. Promptly reports work-related injuries to a supervisor.
 - Performs grounds keeping activities (e.g., mows grass, maintains trees/gardens, etc.).
 - Applies paint, stain, varnish, or other surface treatments as directed.
 - Performs maintenance duties when properly qualified by formal training, prior work experience, or under direct supervision. *NOTE:* A supervisor must inspect all repairs to ensure compliance with applicable building codes and ADA accessibility guidelines.
 - Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
 - Complies with Material Safety Data Sheet (MSDS) information. Ensures all materials are labeled/stored properly. Seeks advice when uncertain about product use or disposal procedures.
 - Requests replacement of depleted supplies as needed to avoid work interruptions.
 - Assists with the pick-up/delivery of equipment, materials and other supplies as directed.
 - Reports traffic citations, accidents, or property damage that occurs on or off the job.
 - Monitors building security. Assists community groups as directed. Directs visitors to the office.
 - Secures misplaced items in the lost and found storage area.
 - Protects district property. Complies with safety practices/procedures. Maintains clear routes for emergency egress. Ensures assigned work areas are secured as directed.
 - Keeps the supervisor aware of special situations or problems encountered.
 - Informs the supervisor when leaving the job site during working hours.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district’s public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy and maintains the confidentiality of privileged information.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

5. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: BUS AIDE/MONITOR **File 701**

Reports to: Assigned administrator/supervisor

Job Objective: Monitors/assists students to ensure safe, efficient and courteous transportation services.

Minimum Qualifications:

- Valid state department of education license/permit as determined at the time of appointment.
- Behavioral management skills substantiated by training/work experience. Duties may require agility, physical strength, and stamina to address the needs of students with problem behavior and/or require physical assistance (e.g., mobility, transferring, positioning, etc.).
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Displays maturity. Interacts comfortably/confidently with district staff and the public.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions:

- 1. Monitors and assists students under the guidance of the bus/van driver.**
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
 - Assists with passenger loading/unloading.
 - Helps students understand bus rules (i.e., expectations/consequences).
 - Keeps bus driver and school personnel informed about behavior problems.
 - Learns about individual students needs from available resources (e.g., staff, parent/guardian, etc.).
 - Attends to student concerns discreetly when assistance is requested.
 - Provides help as needed when aware of passengers with medical/health considerations.
 - Learns proper procedures to assist students during emergency bus evacuations.
 - Learns how to operate fire/safety equipment.
 - Documents injuries that require treatment.
 - Cleans up spills or other conditions that may contribute to an accident.

NOTE: On vehicles with a wheelchair lift – the driver and aide work as a team. Safety is the top priority even if delays disrupt the bus schedule. Before the bus starts; seat belts, wheelchairs and other assistance/mobility equipment must be secured. Reports unsafe or defective equipment.

- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Maintains an acceptable attendance record and is punctual.
 - Respects privacy and maintains the confidentiality of privileged information.
 - Takes the initiative to perform routine tasks independently.

- 3. Maintains open/effective communications.**
 - Prepares/maintains accurate records. Submits required paperwork on time.
 - Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.
 - Refers district policy interpretation questions to an appropriate administrator.
 - Seeks clarification when directives/expectations are unclear.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

- 4. Pursues opportunities to enhance professional performance.**
 - **Participates in training** to keep current with professional standards associated with work **duties**.
 - Updates skills as needed to use available task-appropriate technology effectively.
 - Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: BUS DRIVER

File 702

Reports to: Transportation Supervisor

Job Objective: Operates a school bus or van to provide authorized transportation services.

Minimum Qualifications:

- High school diploma. Successful completion of state pre-service bus driver training program.
- Valid Commercial Driver's License (CDL) with school bus and passenger endorsements and on-going participation in training necessary to maintain required license and endorsements.
- Ability to cope with stressful traffic, weather conditions and passenger distractions.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Displays maturity. Interacts comfortably/confidently with district staff and the public.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- Physical ability to safely lift and/or manage preschoolers and students with disabilities.
- Satisfactory pre-employment and ongoing random drug/alcohol test results.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions:

1. Provides for the safe, efficient and courteous transportation of students.

- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
- Complies with all Ohio Administrative Code pupil transportation operation and safety rules.
- Performs pre-trip and post-trip safety inspections. Checks safety equipment/first aid supplies. Reports equipment concerns/malfunctions in writing immediately.
- Assumes responsibility for the interior/exterior cleanliness of the vehicle.
- Complies with current safety standards to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc. Promptly reports work-related injuries to a supervisor.
- Fuels the vehicle. Monitors fluid levels (e.g., oil, windshield washer, brake, transmission, etc.). Documents fuel consumption and mileage.
- Reports traffic citations, accidents, or property damage that occurs on or off the job.
- Practices defensive driving. Complies with motor vehicle laws (e.g., speed limits, complete stops, etc.). *NOTE: Safety is the top priority even if delays disrupt the bus schedule.*
- Attempts to identify and report vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.).
- Uses proper protocol when operating communication equipment.
- Picks up/unloads students at assigned stops. Keeps route sheets up-to-date.
- Provides dependable service. Maintains established routes/time schedules. Suggests route modifications that improve efficiency. Transports only authorized passengers. Reports road hazards or other problems that may interfere with pupil transportation services.
- Communicates bus rules to students (i.e., expectations/consequences). Assumes full responsibility for controlling student conduct on the bus. Keeps supervisors informed about behavior problems.
- Attends to student concerns discreetly when assistance is requested.
- Provides assistance as needed when aware of passengers with medical/health considerations.
- Follows district field trip procedures. Remains available to staff/students during trips as instructed.
- Participates in the district's bus safety program as directed.
- Conducts emergency evacuation drills that comply with current state standards.
- Protects district property. Secures equipment/storage areas as directed.

NOTE: On vehicles with a wheelchair lift – the driver and aide work as a team. Safety is the top priority even if delays disrupt the bus schedule. Before the bus starts; seat belts, wheelchairs and other assistance/mobility equipment must be secured.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.

- Respects privacy and maintains the confidentiality of privileged information.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: **DISPATCHER (ROUTING & SCHEDULING SPECIALIST)**

File 703

Reports to: Transportation Manager

Job Objective: Performs pupil transportation services routing and scheduling duties.

NOTE: This addendum describes additional responsibilities added to a primary job assignment. Duties are assigned based on employee expertise, availability, time constraints, and job demands. Responsibilities may be reassigned or altered to meet current or emerging organizational needs.

Essential

1. Performs duties that facilitate the timely provision of pupil transportation services.

Functions:

- Uses automated routing and scheduling software to prepare transportation plans/maps. Identifies service boundaries, school locations, bus stops, passenger load capacity, operational restrictions (e.g., cross-street, turning, right-side only pickups, vehicle size, etc.) and hazardous areas.
- Prepares transportation rosters (e.g., bus identification, student names, grade levels, building assignment, pick-up/drop off points, time schedules, etc.). Adds data and adjusts for new students.
- Distributes routing information to students/parents and building administrators.
- Monitors bus communications. Dispatches mechanics, replacement vehicles, drivers, etc.
- Helps communicate information about weather delays and program cancellations.
- Keeps building administrators aware of scheduling modifications, delays, etc.
- Maintains student misconduct report files.
- Helps schedule non-routine use of buses as directed (e.g., field trips, athletic contests, etc.).
- Assists the transportation manager with the department functions (e.g., scheduling substitute drivers, trip/transportation reports, annual state bus inspections, bus driver records, key/equipment assignments, staff time sheets, driver handbook updates, preparing bus safety materials, etc.).
- Helps prepare bus accident reports. Maintains insurance files.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: MECHANIC

File 704

Reports to: Transportation Supervisor

Job Objective: Performs vehicle maintenance and repair services.

NOTE: Driving duties may be assigned. See "bus driver" job description for additional information.

Minimum Qualifications:

- High school diploma. Advanced commercial vehicle maintenance skills substantiated by post-secondary training and/or work experience.
- Ability to perform physically demanding work that includes lifting/moving heavy items.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Demonstrates a complete understanding of environmental, health and safety regulations.
- Displays sufficient math skills to calculate totals, percentages, ratios, and portions accurately.
- Duties may require working irregular hours/non-traditional schedule as an "on-call" employee.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**
- Valid Commercial Driver's License (CDL) with school bus and passenger endorsements. Meets prerequisite/ongoing qualifications to be covered by the district's insurance carrier.

Essential Functions:

1. Provides technical expertise/manual skill in the inspection, maintenance of district vehicles and equipment. Implements procedures to deal with emergency repairs effectively.

- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
- Encourages drivers to identify problems before equipment malfunctions.
- Responds when vehicles become disabled on the road.
- Helps coordinate State Highway Patrol annual bus inspections.
- Inspects, services, repairs and tests equipment. Reports irregularities and equipment abuse.
- Performs preventive maintenance activities (e.g., changes oil, replaces filters, lubricates fittings, checks/replaces belts, maintains fluid levels, etc.).
- Maintains repair logs, safety inspection records, etc. Itemizes repair costs for each vehicle.
- Keeps the transportation supervisor aware of work progress/pending deadlines.
- Identifies/recommends and evaluates work performed by outside vendors.
- Uses performance-based safety standards to recommend equipment replacement/upgrades.
- Helps prepare bid specifications (e.g., bus purchases, shop equipment, supplies, etc.).
- Picks-up/delivers equipment, materials and other supplies as directed.
- Reports traffic citations, accidents, or property damage that occurs on or off the job.
- Receives deliveries. Inspects packages. Verifies contents with packing lists/purchase orders. Records receipt date. Verifies/reconciles invoices for payment. Tags fixed assets as directed.
- Organizes/stores supplies. Maintains an inventory control system. Deducts requisitioned stock from the inventory database. Notifies the transportation supervisor when consumable supplies need to be reorder to maintain reliable service levels.
- Complies with Material Safety Data Sheet (MSDS) information. Ensures all materials are labeled/stored properly. Seeks advice when uncertain about product use or disposal procedures.
- Performs a complete physical inventory of equipment/materials as directed.
- Promptly reports work-related injuries to a supervisor.
- Protects district property. Ensures assigned work areas are secured at the end of the shift.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy and maintains the confidentiality of privileged information.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance professional performance.

- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: HEAD MECHANIC

File 705

Reports to: Transportation Supervisor

Job Objective: Performs vehicle maintenance and repair services.

- Minimum Qualifications:**
- High school diploma. Advanced commercial vehicle maintenance skills substantiated by post-secondary training and/or work experience.
 - Ability to perform physically demanding work that includes lifting/moving heavy items.
 - Demonstrates “hands-on” leadership skills in developing/managing people.
 - Demonstrates a complete understanding of environmental, health and safety regulations.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Displays sufficient math skills to calculate totals, percentages, ratios, and portions accurately.
 - Duties may require working irregular hours/non-traditional schedule as an “on-call” employee.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**
 - Valid Commercial Driver’s License (CDL) with school bus and passenger endorsements.

- Essential Functions:**
- 1. Provides technical expertise/manual skill in the inspection, maintenance of district vehicles and equipment. Implements procedures to deal with emergency repairs effectively.**
 - Develops a work plan. Ensures essential tasks are completed within required time-frames.
 - Addresses issues that arise during the absence of the transportation supervisor.
 - Trains mechanics in procedures to accomplish duties effectively. Manages work schedules.
 - Actively assists/instructs, empowers and monitors assigned staff to improve performance.
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
 - Encourages drivers to identify problems before equipment malfunctions.
 - Responds when vehicles become disabled on the road.
 - Helps coordinate State Highway Patrol annual bus inspections.
 - Inspects, services, repairs and tests equipment. Reports irregularities and equipment abuse.
 - Performs preventive maintenance activities (e.g., changes oil, replaces filters, lubricates fittings, checks/replaces belts, maintains fluid levels, etc.).
 - Maintains repair logs, safety inspection records, etc. Itemizes repair costs for each vehicle.
 - Keeps the transportation supervisor aware of work progress/pending deadlines.
 - Identifies/recommends and evaluates work performed by outside vendors.
 - Uses performance-based safety standards to recommend equipment replacement/upgrades.
 - Helps prepare bid specifications (e.g., bus purchases, shop equipment, supplies, etc.).
 - Picks-up/delivers equipment, materials and other supplies as directed.
 - Reports traffic citations, accidents, or property damage that occurs on or off the job.
 - Receives deliveries. Inspects packages. Verifies contents with packing lists/purchase orders. Records receipt date. Verifies/reconciles invoices for payment. Tags fixed assets as directed.
 - Organizes/stores supplies. Maintains an inventory control system. Deducts requisitioned stock from the inventory database. Notifies the transportation supervisor when consumable supplies need to be reorder to maintain reliable service levels.
 - Complies with Material Safety Data Sheet (MSDS) information. Ensures all materials are labeled/stored properly. Seeks advice when uncertain about product use or disposal procedures.
 - Performs a complete physical inventory of equipment/materials as directed.
 - Promptly reports work-related injuries to a supervisor.
 - Protects district property. Ensures assigned work areas are secured at the end of the shift.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district’s public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.

- Respects privacy and maintains the confidentiality of privileged information.
- Sustains an effective and positive work/learning environment. Completes assigned duties on time.

3. Maintains open/effective communications. Serves as an information resource.

- Communicates departmental objectives/performance expectations to stakeholders.
- Helps coordinate transportation staff meetings and other required department activities.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Attends training/in-service programs as directed.**

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Helps update/implement the district's emergency preparedness/crisis response plan.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: TRANSPORTATION MANAGER

File 706

Reports to: Assigned administrator/supervisor

Job Objective: Supervises district-wide transportation services.

NOTE: Driving duties may be assigned. See “bus driver” job description for additional information.

- Minimum Qualifications:**
- High school diploma. Holds or is qualified to obtain a state issued pupil transportation certificate.
 - Pupil transportation and budget management skills substantiated by training/work experience.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Demonstrates “hands-on” leadership skills in developing/managing people.
 - Duties may require working irregular hours/non-traditional schedule as an “on-call” employee.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**
 - Valid driver’s license. Meets prerequisite/ongoing qualifications to be covered by the district’s insurance carrier. Commercial Driver’s License (CDL) is advantageous.

Essential Functions:

1. Manages the delivery/advancement of pupil transportation services.

Participates as an active member of the administrative team.

- **Monitors/facilitates** compliance with relevant local, state and federal laws.
- Develops a work plan. Ensures essential tasks are completed within required time-frames.
- Contributes to the development of a comprehensive district-wide strategic plan.
- Implements organizational practices that encourage employee commitment to change initiatives.
- Assists with the recruitment, selection, placement and orientation/training of assigned staff.
- Monitors bus driver training requirements. Verifies drivers are qualified/correctly licensed.
- Actively supervises program staff. Establishes appropriate levels of employee autonomy. Helps staff understand/participate in collective goal and shared decision-making processes. Assumes responsibility for the results of duties delegated to staff. Evaluates/documents staff performance.
- Arranges for substitutes during staff absences when authorized by district personnel policies.
- Verifies/approves time sheets (e.g., daily hours, authorized overtime, absences, etc.).
- Manages the board-approved budget for assigned responsibilities. Controls costs. Requisitions equipment, supplies and services. Ensures program resources are equitably apportioned and appropriate for the purposes/needs of the district. Upholds fiscal accountability standards.
- Directs the pick-up/delivery of transportation supplies/equipment to maintain reliable service levels.
- Approves invoices for payment. Prepares revenue/expense projections as requested.
- Manages ongoing vehicle maintenance. Implements procedures to deal with emergency repairs. Monitors completed repairs and maintenance logs. Monitors contractors/vendors performance.
- Coordinates annual state patrol bus inspections.
- Prepares bus routes. Determines the most appropriate transportation method for each student.
- Works with the staff to address the needs of students with disabilities.
- Assigns drivers. Prepares transportation rosters (e.g., bus identification, student names, grade levels, building assignment, pick-up/drop off points, time schedules, etc.).
- Distributes timely routing information to administrators, students/parents, etc.
- Maintains up-to-date student information on each bus.
- Monitors road and weather conditions. Recommends the need to delay or cancel services.
- Coordinates the non-routine use of buses (e.g., field trips, athletic contests, etc.).
- Investigates/prepares accident reports. Documents injuries that require treatment.
- Plans/schedules transportation staff development/in-service training activities.
- Promotes defensive driving. Implements bus safety programs. Coordinates bus evacuation drills.
- Assists the central administrative office with the management of non-consumable asset records.
- Uses performance-based safety standards to recommend equipment replacement/upgrades.
- Evaluates operational performance. Identifies short/long-range program needs/opportunities.
- Aligns annual budget/appropriation measure recommendations with district goals.
- Explores alternative funding and ways to strengthen/expand the use of community resources.
- Protects district property. Ensures the transportation facility is secured at the end of the day.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- **Enforces** drug-free workplace rules, board policies and administrative guidelines/procedures.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy and maintains the confidentiality of privileged information.
- Sustains an effective and positive work/learning environment. Completes assigned duties on time.

3. Maintains open/effective communications. Serves as an information resource.

- Communicates district objectives/performance goals to stakeholders.
- Coordinates transportation staff meetings and other required department activities.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves **issues** tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Helps update/implement the district's emergency preparedness/crisis response plan.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: VAN DRIVER

File 707

Reports to: Transportation Manager

Job Objective: Operates a district van to provide authorized transportation services.

- Minimum Qualifications:**
- High school diploma. Successful completion of state pre-service bus driver training program.
 - Valid Commercial Driver's License (CDL) with school bus and passenger endorsements and on-going participation in training necessary to maintain required license and endorsements.
 - Ability to cope with stressful traffic, weather conditions and passenger distractions.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Displays maturity. Interacts comfortably/confidently with district staff and the public.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - Meets prerequisite/ongoing qualifications to be covered by the district's insurance carrier.
 - Physical ability to safely lift and/or manage preschoolers and students with disabilities.
 - Satisfactory pre-employment and ongoing random drug/alcohol test results.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

- Essential Functions:**
- 1. Provides safe and efficient transportation of students or program equipment/supplies.**
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
 - Complies with all Ohio Administrative Code pupil transportation operation and safety rules.
 - Performs pre-trip and post-trip safety inspections. Checks safety equipment/first aid supplies.

Reports equipment concerns/malfunctions in writing immediately.

- Assumes responsibility for the interior/exterior cleanliness of the vehicle.
- Complies with current safety standards to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc. Promptly reports work-related injuries to a supervisor.
- Fuels the vehicle. Monitors fluid levels (e.g., oil, windshield washer, brake, transmission, etc.). Documents fuel consumption and mileage.
- Reports traffic citations, accidents, or property damage that occurs on or off the job.
- Practices defensive driving. Complies with motor vehicle laws (e.g., speed limits, complete stops, etc.). *NOTE: Safety is the top priority even if delays disrupt the van schedule.*
- Attempts to identify and report vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.).
- Uses proper protocol when operating communication equipment.
- Picks up/unloads students at assigned stops.
- Provides dependable service. Maintains established routes/time schedules. Suggests route modifications that improve efficiency. Transports only authorized passengers. Reports road hazards or other problems that may interfere with pupil transportation services.
- Communicates bus rules to students (i.e., expectations/consequences). Assumes full responsibility for controlling student conduct on the bus. Keeps supervisors informed about behavior problems.
- Attends to student concerns discreetly when assistance is requested.
- Provides assistance as needed when aware of passengers with medical/health considerations.
- Follows district procedures for field/student activity trips. Remains available to staff/students during trips as instructed.
- Participates in the district's bus safety program as directed.
- Conducts emergency evacuation drills that comply with current state standards.
- Protects district property. Secures equipment/storage areas as directed.

NOTE: On vehicles with a wheelchair lift – the driver and aide (when assigned) work as a team. Safety is the top priority even if delays disrupt the van schedule. Before the van starts; seat belts, wheelchairs and other assistance/mobility equipment must be secured.

- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.

- Respects privacy and maintains the confidentiality of privileged information.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance professional performance.

- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title:	COOK	File 801
Reports to:	Assigned administrator/supervisor	
Job Objective:	Prepares and serves meals.	
Minimum Qualifications:	<ul style="list-style-type: none">· High school diploma. Work skills substantiated by training and/or work experience. Current health, safety and nutrition certification.· Ability to perform physically demanding work that includes lifting/moving heavy items.· Ability to prepare standardized recipes using commercial kitchen equipment.· Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.· Displays sufficient math skills to calculate totals, percentages, ratios, and portions accurately.· Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.· Maintains a record free of criminal violations that would prohibit public school employment.· Meets federal health screening requirements following a conditional offer of employment.· Shows evidence of core computer competencies deemed appropriate at the time of hire.	
Essential Functions:	<ol style="list-style-type: none">1. Prepares/cooks food. Performs ancillary duties that support the effective delivery of high-quality food services. Maintains an orderly/sanitary kitchen.<ul style="list-style-type: none">· Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.· Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages/spoiled products. Organizes, stores, dates and rotates stock as directed.· Follows published menus. Uses standardized recipes to maintain quality control. Complies with USDA child nutrition guidelines. Uses products carefully to reduce waste. Records food usage on production records. Works with staff to address the needs of students with dietary restrictions.· Requests replacement of depleted supplies as needed to avoid work interruptions.· Monitors compliance with district specifications and health/safety regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls.· Sets up serving lines. Gives attention to the attractive presentation/serving of food. Replenishes food to maintain an orderly flow of customers. Provides substitute menu items as needed.· Operates the cash register or point-of-sale (POS) system. Follows district guidelines for personal checks/charges. Ensures money is exchanged correctly and cash is not left unattended.· Uses the list provided by the district to verify free and reduced-cost meals.· Accounts for meals served. Prepares a separate record of charges collected. Records unpaid charges at the end of each day. Reconciles discrepancies.· Counts money. Reconciles, prepares and makes bank deposits. Submits records as directed.· Operates the dishwasher. Verifies cleaning/sanitization cycles are completed properly.· Cleans/sanitizes work surfaces, equipment, serving lines, etc.· Follows established sanitization procedures to properly clean items that require hand washing.· Ensures leftover food, supplies and equipment are stored properly.· Helps prepare for health/safety inspections. Learns how to operate fire/safety equipment.· Promptly reports work-related injuries to a supervisor.· Assists with district special events and non-school use of food service facilities as directed.· Protects district property. Secures equipment/storage areas as directed.2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.<ul style="list-style-type: none">· Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.· Contributes to an effective and positive work/learning environment. Completes all assigned duties.· Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.· Maintains a professional appearance. Wears work attire appropriate for the position.· Respects privacy and maintains the confidentiality of privileged information.· Takes the initiative to perform routine tasks independently.3. Maintains open/effective communications.<ul style="list-style-type: none">· Prepares/maintains accurate records. Submits required paperwork on time.· Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.· Refers district policy interpretation questions to an appropriate administrator.	

- Seeks clarification when directives/expectations are unclear.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- 4. Pursues opportunities to enhance professional performance.**
- Participates in training to keep current with professional standards associated with work duties.
 - Updates skills as needed to use available task-appropriate technology effectively.
 - Works toward mastery of individualized development/performance goals as directed.
- 5. Takes precautions to ensure safety. Helps manage/eliminate risks.**
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.
- 6. Performs other specific job-related duties as directed.**
- Assists with unexpected/urgent situations as needed.
 - Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: FOOD SERVICE WORKER

File 802

Reports to: Assigned administrator/supervisor

Job Objective: Prepares and serves meals.

Minimum Qualifications:

- High school diploma. Work skills substantiated by training and/or work experience. Current health, safety and nutrition certification may be required.
- Ability to perform physically demanding work that includes lifting/moving heavy items.
- Ability to prepare standardized recipes using commercial kitchen equipment.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Displays sufficient math skills to calculate totals, percentages, ratios, and portions accurately.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Exhibits a strong customer-service focus.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets **federal** health screening requirements following a conditional offer of employment.
- **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

Essential Functions:

- 1. Prepares/serves food. Performs ancillary duties that support the effective delivery of high-quality food services.**
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
 - Assists with the receipt of deliveries. Follows approved food safety procedures.
 - Follows published menus. Complies with USDA child nutrition guidelines. Uses products carefully to reduce waste. Works with staff to address the needs of students with dietary restrictions.
 - Requests replacement of depleted supplies as needed to avoid work interruptions.
 - Monitors temperature controls.
 - Sets up serving lines. Gives attention to the attractive presentation/serving of food. Replenishes food to maintain an orderly flow of customers..
 - Operates the cash register or point-of-sale (POS) system. Follows district guidelines for personal checks/charges. Ensures money is exchanged correctly and cash is not left unattended.
 - Accounts for meals served. Counts money. Submits records as directed.
 - Operates the dishwasher. Verifies cleaning/sanitization cycles are completed properly.
 - Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, dining tables, etc.
 - Follows established sanitization procedures to properly clean items that require hand washing.
 - Ensures leftover food, supplies and equipment are stored properly.
 - Helps prepare for health/safety inspections. Learns how to operate fire/safety equipment.
 - Promptly reports work-related injuries to a supervisor.
 - Assists with district special events and non-school use of food service facilities as directed.
 - Protects district property. Secures equipment/storage areas as directed.
- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy and maintains the confidentiality of privileged information.
 - Takes the initiative to perform routine tasks independently.
- 3. Maintains open/effective communications.**
 - Prepares/maintains accurate records. Submits required paperwork on time.
 - Provides prompt notification of personal delays or absences according to O.A.P.S.E. agreement.
 - Refers district policy interpretation questions to an appropriate administrator.
 - Seeks clarification when directives/expectations are unclear.
 - Uses active listening/problem-solving techniques. Resolves **issues** tactfully.

4. Pursues opportunities to enhance professional performance.

- **Participates in training** to keep current with professional standards associated with work **duties**.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

ROCKY RIVER CITY SCHOOL DISTRICT

Title: SUPERVISOR OF NUTRITION SERVICES

File 803

Reports to: Assigned administrator/supervisor

Job Objective: Supervises district-wide food service operations.

- Minimum Qualifications:**
- Bachelor's degree in dietetics/nutrition. Serve Safe Food Protection Manager Certification.
 - Institutional food service and budget management skills substantiated by training/work experience.
 - Registered Dietitian (RD) and Dietetic Registration (CDR) is advantageous.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Demonstrates "hands-on" leadership skills in developing/managing people.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Exhibits effective time management and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets **federal** health screening requirements following a conditional offer of employment.
 - **Shows evidence of core computer competencies deemed appropriate at the time of hire.**

- Essential Functions:**
- 1. Manages the delivery/advancement of food service operations.**
 - Participates as an active member of the administrative team.
 - **Monitors/facilitates** compliance with relevant local, state and federal laws.
 - Develops a work plan. Ensures essential tasks are completed within required time-frames.
 - Contributes to the development of a comprehensive district-wide strategic plan.
 - Implements organizational practices that encourage employee commitment to change initiatives.
 - Assists with the recruitment, selection, placement and orientation/training of assigned staff.
 - Actively supervises program staff. Establishes appropriate levels of employee autonomy. Helps staff understand/participate in collective goal and shared decision-making processes. Assumes responsibility for the results of duties delegated to staff. Evaluates/documents staff performance.
 - Arranges for substitutes during staff absences when authorized by district personnel policies.
 - Verifies/approves time sheets (e.g., daily hours, authorized overtime, absences, etc.).
 - Manages the board-approved budget for assigned responsibilities. Controls costs. Requisitions equipment, supplies and services. Ensures program resources are equitably apportioned and appropriate for the purposes/needs of the district. Upholds fiscal accountability standards.
 - Directs the pick-up/delivery of food supplies/equipment to maintain reliable service levels. Approves invoices for payment. Prepares revenue/expense projections as requested.
 - Processes applications/records for free and reduced-cost lunch programs.
 - Publishes menus. Complies with USDA child nutrition guidelines. Provides appealing food choices. Monitors customer satisfaction. Attends to the needs of students with dietary restrictions.
 - Uses standardized recipes to maintain quality control. Monitors production sheets/work progress.
 - Ensures compliance with district specifications and health/safety regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls.
 - Directs serving line set up and the attractive presentation/serving of food.
 - Oversees the cleaning/sanitization of equipment and the storage/disposal of leftover food.
 - Prepares an accounting of daily receipts and meals served. Reconciles, prepares and makes bank deposits. Prepares documentation for audits. Submits records to the district administrative office.
 - Coordinates preparation/clean-up activities for district special events. Assists with non-school use of food service facilities (e.g., rental, scheduling, set-up, etc.).
 - Investigates/prepares accident reports. Documents injuries that require treatment.
 - Plans/schedules food service staff development/in-service training activities.
 - Assists the central administrative office with the management of non-consumable asset records.
 - Uses performance-based safety standards to recommend equipment replacement/upgrades.
 - Evaluates operational performance. Identifies short/long-range program needs/opportunities.
 - Aligns annual budget/appropriation measure recommendations with district goals.
 - Explores alternative funding and ways to strengthen/expand the use of community resources.
 - Protects district property. Ensures kitchen/storage areas are secured at the end of the day.
 - 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Cultivates relationships that promote a strong commitment of public support for the district.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - **Enforces** drug-free workplace rules, board policies and administrative guidelines/procedures.

- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy and maintains the confidentiality of privileged information.
- Sustains an effective and positive work/learning environment. Completes assigned duties on time.

3. Maintains open/effective communications. Serves as an information resource.

- Communicates district objectives/performance goals to stakeholders.
- Coordinates food service staff meetings and other required department activities.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance professional performance.

- Participates in professional organizations that advance the food service profession.
- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Helps update/implement the district's emergency preparedness/crisis response plan.
- Maintains high standards for appropriate conduct. Recognizes/responds to prevent aggressive behavior and harassment. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

Job performance is evaluated according to policy and contractual agreements adopted by the Rocky River Board of Education.

**Resolution to Approve Acceptance of Bids for Goldwood Primary School
New Addition and Renovation Project**

WHEREAS, the Board of Education of the Rocky River City School District has advertised for bids for the Goldwood Primary School New Addition and Renovation Project (“Project”); and

WHEREAS, on April 27, 2012 sealed bids were received publicly, opened and read; and

WHEREAS, the Board of Education’s construction manager, Project and Construction Services, Inc., architect, Burt Hill, have jointly recommended the acceptance of certain bids for the Project in a letter dated MAY 10, 2012 which is attached hereto as Exhibit I; and

WHEREAS, a tabulation was made of such bids received;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Rocky River City School District, Cuyahoga County that the bids will be accepted as follows:

Section 1. That the base bid of Mosser Construction, Inc. for Bid Item #01 (General Trades) in the amount of \$1,283,700 together with Alternate No. 1 for painting existing 2nd grade classroom corridor and lobby for \$3,600, Alternate No. 2 for painting existing 2nd Grade classroom corridor light fixtures for \$1,900, Alternate No. 3 for replacing existing 2nd Grade classroom corridor and lobby ceilings for \$6,000, Alternate #4 for replacing existing 2nd Grade classroom ceilings for \$18,000, Alternate #5 for removing wheelchair lift from north end of 2nd Grade classroom corridor for \$3,400 and Alternate #6 for replacing existing 2nd Grade classroom chalkboards with new markerboards for \$8,400 for a total contract in the amount of \$1,325,000 is hereby determined to be the lowest responsive and responsible bid received pursuant to the Board’s advertisement for submission of the proposals, and such bid is hereby accepted.

Section 2. That the base bid of Miller Plumbing and Heating Company for Bid Item #2 (Plumbing) in the amount of \$107,300 is hereby determined to be the lowest responsive and responsible bid received pursuant to the Board’s advertisement for submission of the proposals, and such bid is hereby accepted.

- Section 3. That the base bid of P K Mechanical for Bid Item #3 (HVAC) in the amount of \$431,800 is hereby determined to be the lowest responsive and responsible bid received pursuant to the Board's advertisement for submission of the proposals, and such bid is hereby accepted.
- Section 4. That the base bid of South Shore Electric, Inc. for Bid Item #04 (Electrical) in the amount of \$212,000 together with Alternate No. 5 for removing wheelchair lift from north end of 2nd Grade classroom corridor (electrical work only) for \$1,000 for a total contract in the amount of \$213,000 is hereby determined to be the lowest responsive and responsible bid received pursuant to the Board's advertisement for submission of the proposals, and such bid is hereby accepted.
- Section 5. That the bid of Horizon Information Services, Inc. for Bid Item #5 (Technology) in the amount of \$35,700 is hereby determined to be the lowest responsive and responsible bid received pursuant to the Board's advertisement for submission of the proposals, and such bid is hereby accepted.
- Section 6. That the President and the Treasurer of the Board of Education are hereby authorized and directed to enter into construction contracts with such lowest responsive and responsible bidders as described in Sections 1. through 5. herein for the performance of the work and furnishing of materials required for the Goldwood Primary School New Addition and Renovation Project in conformity with the plans, drawings and specifications governing the aforesaid improvements.

BE IT FURTHER RESOLVED that there be taken from the Building Fund a sum not to exceed \$2,112,800 for payment of said work, subject to confirmation by the Treasurer as to the availability of funds.

Resolution to Approve Acceptance of Bids for Rocky River High School Auditorium Sound System Project

WHEREAS, the Board of Education of the Rocky River City School District has advertised for bids for the Rocky River High School Auditorium Sound System Project (“Project”); and

WHEREAS, on April 27, 2012 sealed bids were received publicly, opened and read; and

WHEREAS, the Board of Education’s construction manager, Project and Construction Services, Inc., architect, Burt Hill, have jointly recommended the acceptance of certain bids for the Project in a letter dated May 10, 2012 which is attached hereto as Exhibit J; and

WHEREAS, a tabulation was made of such bids received;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Rocky River City School District, Cuyahoga County that the bids will be accepted as follows:

Section 1. That the base bid of Sound Com for Bid Item #01 (Auditorium Sound System) in the amount of \$81,874 is hereby determined to be the lowest responsive and responsible bid received pursuant to the Board’s advertisement for submission of the proposals, and such bid is hereby accepted.

Section 2. That the President and the Treasurer of the Board of Education are hereby authorized and directed to enter a construction contract with such lowest responsive and responsible bidders as described in Section 1 herein for the performance of the work and furnishing of materials required for the Rocky River High School Auditorium Sound System Project in conformity with the plans, drawings and specifications governing the aforesaid improvements.

BE IT FURTHER RESOLVED that there be taken from the Building Fund a sum not to exceed \$81,874 for payment of said work, subject to confirmation by the Treasurer as to the availability of funds.

Resolution to Approve Change Management Items (CMI's)

BE IT RESOLVED by the Board of Education of the Rocky River City School District that the following Change Management Items for the Kensington Intermediate School Addition and Renovation Project and the Rocky River High School Additions and Renovation Project be ratified as previously recommended by the Architect and the Executive Director of Construction Services.

KENSINGTON INTERMEDIATE SCHOOL ADDITION AND RENOVATION PROJECT:

<u>CHANGE EVENT</u>	<u>DESCRIPTION</u>	<u>CONTRACTOR</u>	<u>AMOUNT</u>
018	Clean and paint the existing steel lintels over the Commons windows instead of replacing.	John G. Johnson Construction	(\$3,708.21)
056	Relocate existing domestic water boiler to make room in Mechanical Room for new HVAC equip. serving new Admin. Addition. Water boiler must remain in operation until the project is fully complete and new HVAC equip. was required to provide heat to Admin. Addition for occupancy.	John G. Johnson Construction	\$1,155.22
068	Replace surface mounted light fixtures under the front entrance canopy with recessed LED light fixtures. Surface-mounted fixtures to be turned over to the District fo re-use at HS courtyard canopy.	Enertech Electrical	\$3,951.57
071	Revise casework and install additional drywall soffits & chases in existing cafeteria area to account for structural elements, existing	John G. Johnson Construction	\$13,167.07

pipng to remain, and existing floor hatch and HVAC piping requirements per ASIs 008 & 009 and RFI CM-016.

072	Reroute and re-support existing sanitary vent piping in the former Admin. Area. The piping was discovered during the demolition of existing walls and would have been exposed due to new wall layout.	John G. Johnson Construction	\$2,077.15
075	Replace three (3) non-functioning existing domestic water valves. Work was performed on T&M basis after school hours and involved draining of domestic water system.	John G. Johnson Construction	\$684.83

ROCKY RIVER HIGH SCHOOL SCHOOL ADDITIONS AND RENOVATION PROJECT:

<u>CHANGE EVENT</u>	<u>DESCRIPTION</u>	<u>CONTRACTOR</u>	<u>AMOUNT</u>
029	Raising Door 1101D between new corridor in Music Addition and existing auditorium. Work includes demolition of existing wall, installation of new lintel and drywall soffit, revising steps on the auditorium side of door and repairing all adjacent finishes. The elevation of existing door/frame did not accommodate elevation of new corridor.	Mosser Construction Inc.	\$13,149.78
068	Revise the carriers for water closets in Girl's Locker Room area. Walls were changed from CMU to drywall to lessen the load on existing floor structure.	Harner Plumbing	\$322.87
093	Reroute the ductwork from existing exhaust fan in bus garage to prevent exhaust from discharging into new locker room addition.	Castle Heating & Air	\$757.64
104	Construct pilasters and widen walls in the Science Addition to allow the new electrical panels to be fully recessed.	Mosser Construction	\$577.83

118	Revise type of backflow preventer in fire pump room and insulate existing water entrance piping at Beach School. Cleveland Water Dept. requires a reduced pressure backflow preventer instead of a double check backflow preventer. Insulation at Beach is being incorporated into this project, as Harner Plumbing's contract at Beach is already closed out.	Harner Plumbing	\$1,515.35
125	Revise flooring in Guidance Area & on raised platform in Media Center. Type of carpeting in Guidance Area corridor is being changed to match carpeting in adjacent rooms. Flooring on platform is being changed from wood to carpeting to match carpeting in remainder of Media Center.	Mosser Construction	(\$1,610.76)

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Class of 2012 - Commencement
June 8, 2012
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- | | |
|--|---------------------------------|
| 1. Gabrielle Elyse Abraham | 20. Blake Adam Benson |
| 2. Kyle Michael Adlard | 21. Morgan Elizabeth Berg |
| 3. Cory James Almady | 22. Melissa Adele Bero |
| 4. Paige Victoria Altemare | 23. Randall James Bierman II |
| 5. Kathryn Elizabeth Amato | 24. Elyse Deighan Bierut |
| 6. Katherine Therese Anderer-DiMichele | 25. Tammy Renee Blankenship |
| 7. Carrol Anton | 26. Nicklaus Cameron Boker |
| 8. Shannon Elizabeth Armstrong | 27. Rachel Elizabeth Bonsky |
| 9. Kevin Paul Arnold | 28. Christopher Joseph Bouchaya |
| 10. Jennifer Nicole Arundel | 29. Harris Derek Bransch |
| 11. Miles William Lee Atchison | 30. Daniel Barrett Broerman |
| 12. Megan Irene Auzenberg | 31. Megan Kathleen Brown |
| 13. Rachel Erin Avila | 32. Klaudia Bytyci |
| 14. Brennan Patrick Baltusnik | 33. Faith Marie Cadwallader |
| 15. Katelyn Molly Barrett | 34. Brian C. Cannon |
| 16. Mark Xavier Barrow | 35. Mary Katherine Carroll |
| 17. Russell William Bartels | 36. Elena Victoria Chiviles |
| 18. Joseph Farrell Bazydlo | 37. Kearsten Ann Coffman |
| 19. Zoe Christine Becker | 38. Emily Katherine Coletta |

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Class of 2012 - Commencement
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|---------------------------------|---------------------------------|
| 39. Patrick Glenn Combes | 58. Lauren Arlene Ferber |
| 40. Ryan Shea Connelly | 59. Shannon Ashley Fitzgerald |
| 41. Kaitlyn Bayley Conrad | 60. Makenzie Rae Franco |
| 42. Julianna Nicole Constantino | 61. Cecilia Marie Franko |
| 43. Christina Marie Conway | 62. Sarah Katherine Freelan |
| 44. Claire Kennedy Corcoran | 63. Abby Nicole Freeman |
| 45. John Patrick Corcoran | 64. Patrick J. Gallagher |
| 46. Wade Randall Cruso | 65. Huda Nesreen Ganim |
| 47. Tyler Garret Daugstrup | 66. Taylor Renee Garten |
| 48. Stephanie Louise Davis | 67. Jacqueline Diane Gentner |
| 49. Emily Ann DeCrane | 68. Rachel Mary Gerges |
| 50. Jane McNamara Dickey | 69. Jodie Christina Gipson |
| 51. Michael Owen Donnelly | 70. Klinti Gjino |
| 52. Mariah Paige Drawdy | 71. Andrew Lee Goecke |
| 53. Trevor Mariner Drell | 72. Jessica Lynn Goepfert |
| 54. Rachel Elizabeth Dutton | 73. Natalie Nicole Golz |
| 55. Catherine Jane Evans | 74. Seavers Sinjan Gomes |
| 56. Mitchell James Eyerman | 75. Garrett Edward George Greer |
| 57. Michael Joseph Feller | 76. Elise Nicole Griffiths |

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Class of 2012 - Commencement
June 8, 2012
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- | | |
|--------------------------------|--------------------------------|
| 77. Cody Spencer Grossman | 96. Asad K. Iqbal |
| 78. George A. Hall | 97. Clementine Farrell Jacobs |
| 79. Rachael Michelle Hanigosky | 98. Aaron Gerald Jaffe |
| 80. Kristin Clare Hauck | 99. Zachariah Aaron Jirsa |
| 81. Eric David Heald | 100. Rebecca Ann Jones |
| 82. Shane Lucien Hebert | 101. Andrew Michael Kanczak |
| 83. Ingrid Elizabeth Heider | 102. Mallory Sage Keener |
| 84. Allyson Nicole Helleis | 103. Erin Nicole Kehn |
| 85. James Michael Henry | 104. James Joseph Keogh |
| 86. Michael George Henry | 105. Mary Louise Kershner |
| 87. Isabella Marie Hildebrandt | 106. Ciara McGuire Kessler |
| 88. William Joseph Hobson | 107. John Russell Kinsley |
| 89. Cassandra Rene` Hollo | 108. Joseph Leon Kinsley |
| 90. Connor Elliott Hooper | 109. Genevieve Victoria Kirk |
| 91. Daniel R. Horning | 110. Jordan Alexander Klimack |
| 92. Xhesi Hoxha | 111. Vijay Maximin Kobetic |
| 93. Elizabeth Kay Huller | 112. Brennen Phillip Koklauner |
| 94. Carlo Ifrim | 113. Nidia Kola |
| 95. Justin Moore Inks | 114. John Patrick Kostelnik |

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June 8, 2012
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- | | |
|---------------------------------|------------------------------|
| 115. Margaret O'Linn Krajcer | 134. Hannah Mae McCue |
| 116. Alexander James Kudej | 135. Sean Michael McDermott |
| 117. Molly Rebekah Kurz | 136. Madeline Jane McDonough |
| 118. Kelly Logan LaFleur | 137. Mary Allison McHale |
| 119. Terese Elena Lambrinides | 138. Thomas Allen McHale |
| 120. Kimberly Carolyn Leitch | 139. Julia Elizabeth McKenna |
| 121. Ashleigh Lynn Lentz | 140. Mora Kaitlyn McKnight |
| 122. Blake Gentry Lertzman | 141. Katherine June McNally |
| 123. Jonathan Andrew Lihani | 142. Thomas Drew Mencke |
| 124. Nicholas B. Lima | 143. Matthew T. Merhige |
| 125. Kenneth M. Lochner | 144. Geralda Metaj |
| 126. Heather Marie Lorman | 145. Colin Thomas Meyer |
| 127. Max Allen Lurie | 146. Eric P. Miller |
| 128. Gjergji Mahilaj | 147. Conor Dante Milner |
| 129. Patrick Edward Mahoney | 148. Madel Bolette Mogensen* |
| 130. Nicole Phyllis Matthews | 149. Sarah Adriana Molina |
| 131. Mallory Elizabeth McAninch | 150. Allison Ann Monahan |
| 132. Maeve Eileen McCarthy | 151. Rosalynn La'Niece Moon |
| 133. Chloe Alexandra McClellan | 152. Dean David Moore |

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- | | |
|---------------------------------|---------------------------------|
| 153. Michael Anthony Mosack | 172. Mary Aleksandra Pappadakes |
| 154. Mark Christopher Moskwa | 173. Trevor Joseph Parke |
| 155. Zachary Robert Mravec | 174. Daniel Mark Parris |
| 156. Hannah Margaret Mrowca | 175. Michael H. Pavlik |
| 157. Cheyenne Nicole Mrozinski | 176. Katherine Ayn Perez |
| 158. Erlando Muhameti | 177. Arianna Perry-Moore |
| 159. Madeline Rose Murphy | 178. Magdalena Postl* |
| 160. Ahmad H. Musa | 179. Daniel Patrick Pritchard |
| 161. Vincent Nicholas Netzler | 180. Mary Katherine Ramella |
| 162. Robert W. Neundorfer | 181. Megan Elizabeth Ramey |
| 163. Kirk Douglas Neville | 182. Kerri O'Connor Rantala |
| 164. Daniel Joseph O'Callaghan | 183. Loren Hilary Reash-Henz |
| 165. Morgan O'Connor | 184. Ryan Robert Riehm |
| 166. Megan Kathleen O'Keefe | 185. Michael Zachary Roth |
| 167. Adelaide Catherine Olander | 186. Rachel Marie Rudy |
| 168. Hannah Marie Olenick | 187. Mary Ellen Rutt |
| 169. Damian Payne O'Malley | 188. Kristin Lynn Sack |
| 170. Michael J. O'Shea | 189. John Chapman Salisbury |
| 171. Eric Alan Oster | 190. Samaan Saad Samaan |

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Class of 2012 - Commencement
June 8, 2012
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- | | |
|--------------------------------|------------------------------------|
| 191. Mohammed Samad | 210. James Edward Sullivan |
| 192. Maximilian Q. Sawyer | 211. Olivia Therese Sullivan |
| 193. Conner Evan Schmidt | 212. Elvis Tako |
| 194. Elyse Suzanne Schodowski | 213. Jarrod Thomas Winters Tallman |
| 195. Caroline Veronica Schwind | 214. Sophie E. Tayeh |
| 196. Adelaide Carroll Scott | 215. Gillian Claire Taylor |
| 197. Justin Thomas Seffernick | 216. Brian James Thorn |
| 198. Matthew Xavier Shaver | 217. Madeline Rose Tingle |
| 199. Evan Christine Simeone | 218. Andreas Christopher Tjotjos |
| 200. Matthew A. Siwkiewicz | 219. Borbala Lilla Toth |
| 201. Rachel Marie Sloan | 220. Deborah Jean Toth |
| 202. Cheyenne Caprice Smith | 221. Robert J. Trutko |
| 203. Jonathan D. Smith | 222. Connor James Turk |
| 204. Timothy Jared Smith | 223. Emily Frances Tylicki |
| 205. Alexander Jordan Snyder | 224. Christine May Umerley |
| 206. Caitlin Antje' Sprau | 225. Alaina Marie Valkoff |
| 207. Allison Mary Stanton | 226. Nicholas Loche Van Atta |
| 208. Marissa Leigh Stipek | 227. Nathan Powers VanRooy |
| 209. Austin C. Suarez | 228. Gabrielle R. Vecchio |

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- 229. Colleen Ann Verhiley
- 230. Kathryn Marie Weaver
- 231. Blaire Elizabeth Weseling
- 232. Jacob Wade Westerfield
- 233. Daniel John McMonagle Wolfe
- 234. Lindsey Ann Wrabel
- 235. John Isaac Yannie
- 236. Lauren Ziegelmayr

* Certificate of Attendance

Rocky River City School District Code of Conduct

Stakeholders' Rights & Responsibilities

School staff, students and parents are responsible for reading this document in its entirety and understanding the contents of this document. If any school staff, student or parent has questions or requires clarification regarding the contents of this document, please direct further inquiry to the building administrator.

The Rocky River City School District Board of Education is dedicated to the development of each student's potential for learning and to providing a positive school environment. Essential to the achievement of these goals is reasonable and necessary order within the educational institution itself, its buildings and grounds, and at events and activities held on or off school grounds. The schools of the Rocky River City School District shall be free from disruption that interferes with teaching and learning activities and the positive school environment. School staff, students, and parents must individually and collectively assume a responsible role in promoting behavior that encourages learning and the development of individual potential.

Each member of the school staff is expected to make every effort to supervise, maintain and regulate student conduct in accordance with this document. Each staff member shall refer students to the building administrator who shall then be responsible for determining the necessity for and the nature of informal or formal disciplinary action in accordance with this document.

To achieve a positive school environment for all students of the Rocky River City School District, the Student Code of Conduct and other applicable rules of student conduct shall apply whenever the interests of the Rocky River City School District are involved, on or off school grounds, in conjunction with or independent of classes or school-sponsored activities.

Student Responsibilities

- Attend all scheduled classes daily and on time;
- Be prepared for class and school activities;
- Bring necessary materials for class:
 - Textbook
 - Notebook paper
 - Pen and pencil
 - Any specialty items (example: gym clothes for fitness education)
- Respect all persons and property;
- Refrain from abusive, inflammatory conduct;
- Conduct yourself in a safe and responsible manner;
- Abide by all rules and regulations of the Rocky River City School District;
- Abide by all rules and regulations established by the classroom teacher or other school staff;
- Do not engage in any disruptive conduct;
- Be a positive, contributing member of the Rocky River Schools' community;
- Maintain acceptable behavior in hallways during class changes, before and after school;
- Adhere to the acceptable use of school-owned technology, property requirements, and the school network - Refer to Internet Use Guidelines on page.

Parent Responsibilities

- Maintain regular and/or necessary contact with school staff concerning their child(ren)'s progress and conduct;
- Ensure that their child(ren) maintains daily attendance and promptly report an absence from or tardiness to school;
- Provide proper immunizations required by law;
- Respect all persons and property;
- Refrain from abusive, inflammatory conduct at school, on school property and at any school or school-sponsored event or activity;
- Communicate with school staff regarding any problem or condition that affects their child(ren)'s ability to function in school; and
- Maintain up-to-date contact information at school.

School Staff Responsibilities

- Report to work on time;
- Respect all persons and property;
- Refrain from abusive, inflammatory conduct;
- Conduct yourself in a safe, responsible, and professional manner;
- Abide by all rules and regulations of the Rocky River City School District and the building administrator(s);
- Follow and implement the Student Code of Conduct and any other applicable rules and regulations in a fair and impartial manner;
- Maintain an environment that encourages good behavior and compliance with this document;
- Encourage parents to maintain regular contact with school staff;
- Develop, maintain, and communicate classroom rules to students;
- Notify the building administrator when any crime has been committed or is suspected;
- Do not permit any student to engage in disruptive conduct;

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12. Notify the building administrator promptly of any student misconduct, suspected or confirmed; and
13. Maintain strict confidentiality regarding student, staff and district concerns.

Discipline for Student Misconduct

A major component of the educational program in the Rocky River City School District is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State, and local laws and rules and policies and administrative guidelines, and in a way that respects the rights and safety of others.

Student misconduct is defined as any student conduct that interferes with the maintenance of a positive learning environment or disrupts the educational process. Student acts and behavior that tend to conflict with the educational programs or are antagonistic to the welfare of other students, school staff, and/or Rocky River City School District and its property will not be tolerated. Student lockers and desks are school property and, as such, may be subject to periodic inspections by authorized school officials. Lockers can be searched based on reasonable suspicion. In addition, parking on school property is a privilege, not a right. Cars parked on school property are subject to routine patrols by school officials. Cars may be searched upon reasonable suspicion.

Disciplinary action shall be determined based primarily on the offense committed. Other factors such as the frequency of a particular offense or the number of repeated Code of Conduct violations as well as the student's age shall be considered. Student misconduct shall result in discipline commensurate with the seriousness of the offense and the relevant circumstances and may justify suspension and/or expulsion.

Potential Disciplinary Action

1. Verbal or written warning
2. Parental notification
3. AM or PM Detention
4. Removal of bus and other privileges
5. Exclusion from extracurricular and/or co-curricular activities
6. Parental conference
7. Restitution of damages
8. Confiscation of items related to and/or resulting from student misconduct
9. Behavioral contracts
10. Disciplinary removal
11. Emergency removal
12. In-School Restriction
13. Out-of-school suspension
14. Referral to law enforcement
15. Expulsion
16. Community Service
17. Mediation
18. Requirement of outside counseling or assessment

A student may be excluded from graduation exercises as a disciplinary measure. Any suspected criminal act shall be reported to law enforcement by the building administrator.

Definitions

Behavioral contracts: A written document completed by the student, parents, and school administrator governing among other things the disciplinary consequences for current and future acts of student misconduct.

Community Service: The requirement that a student complete a volunteer project as an alternative to formal disciplinary action.

Confiscation of items related to and/or resulting from student misconduct: Impound; take temporary possession of items related to and/or resulting from student misconduct as an act of security or by legal authority.

Detention: There are four types of detentions -- teacher, lunch, morning and extended-day detentions. Teacher detentions are usually given for an infraction of a teacher rule in the classroom. Any refusal to serve a teacher detention will result in further disciplinary action.

Disciplinary removal: The removal of a student from a class or from participation in co-curricular activity for less than twenty-four hours. During the disciplinary removal period a student will not be permitted to take part in any school function or activity. In addition a student will not receive credit for class work missed during disciplinary removal.

Emergency removal: The removal of a student whose presence poses a continuing danger to persons or property or an on-going threat of disrupting the curricular or co-curricular school activities. The period of emergency removal shall not be less than twenty-four (24) hours but shall not exceed seventy-two (72) hours. During the period of emergency removal, a student will not be permitted to take part in any school function or activity. In addition, it is the sole decision of the administration as to whether or not a student may or may not receive credit for class work missed during this period of emergency removal.

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Exclusion from extracurricular and/or co-curricular activities: The exclusion from extracurricular and/or co-curricular activities due to misconduct.

Expulsion: The removal of a student from school for a period not to exceed the greater of 80 school days or the number of school days remaining in the semester or term in which the incident that gives rise to the removal takes place. This consequence may extend beyond semesters and school years. During the period of expulsion a student will not be permitted to take part in any school function or activity. In addition, a student will not receive credit for class work during the period of expulsion.

In-School Restriction: In-school restriction is the reassignment of a student from the student's regular class schedule to a designated supervised room in the school where the student may study and/or do other assigned tasks associated with their education. A student will receive credit for classwork completed in In-School Restriction.

Mediation: The use of facilitation and other forms of assisted negotiation as an alternative to formal disciplinary action.

Out-of-School Suspension: The removal of a student from the school environment for a least one (1) but not more than ten (10) days. During the period of suspension a student will not be permitted to attend any school function or activity, home or away. In addition, a student will not receive credit for missed class work during a period of suspension. If a suspended student is observed on school property during the suspension period or at an away contest or school related event, that particular day of suspension will be deemed invalid and an additional day will be assigned.

Parental conference: A meeting with a parent(s) or legal guardian(s) to discuss violations of school rules and the impending action school officials may take.

Parental notification: Direct contact with a parent or legal guardian of a student to inform him/her of the child's misconduct.

Referral to Law Enforcement: Referral by a school administrator to law enforcement authorities for conduct which is not only in violation of school rules but also any local, state or federal law.

Removal of bus and other privileges: The denial of bus and other transportation privileges due to misconduct.

Requirement of outside counseling or assessment: The use of outside counseling or assessment as an alternative or in addition to formal disciplinary action.

Restitution of damages: A sum of money paid in compensation for loss or injury.

Verbal or Written Warning: A verbal or written warning to a student that his/her conduct is in violation of school rules. It may be issued by any authorized school officials including teaching or non-teaching personnel.

Morning Detentions

Morning detentions at RRHS are held from 7:15 -7:45 a.m. and at RRMS from 7:35 - 8:05 a.m. School personnel may assign morning detentions to students for minor infractions of rules or other inappropriate behavior. Missing an assigned morning detention will result in an additional detention. During the detention period, no talking or sleeping is permitted, and students shall be required to work on school assignments.

Extended Day Detentions

Extended Day Detentions at RRHS are held from 3:15 – 4:15 p.m. and at RRMS from 3:25 – 4:25 p.m., Monday through Thursday. Administrators may assign Extended Day Detentions to students for infractions of rules which may be more serious than those warranting morning detentions, but do not justify In-School Restriction or suspension. Failure to serve assigned Extended Day Detentions will result in additional disciplinary consequences. During these detentions, no talking or sleeping is permitted, and students are expected to work on school assignments.

In-School Restriction

In-School Restriction at RRHS is held from 7:55 a.m. to 3:08 p.m. and at RRMS from 8:18 a.m. to 3:18 p.m., Monday through Friday. Administrators may assign In-School Restriction for a rule infraction, in lieu of out-of-school suspension. During In-School Restriction, school rules will be enforced and include no talking or sleeping. In addition, students shall be required to work on school assignments. It is the student's responsibility to come prepared with other educational materials. Students are permitted to either bring their lunch or purchase from the school cafeteria. Failure to serve assigned In-School Restriction days will result in additional disciplinary consequences.

Emergency Removal

When circumstances are such that a student's continuing presence is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting curricular or co-curricular school activities taking place within a classroom or elsewhere on school premises, the superintendent, principal, or assistant principal may remove a student from curricular or co-curricular activities, or from the school premises, without complying with the notice of hearing requirements required prior to suspension or expulsion.

In like circumstances, a teacher or supervising adult may remove a pupil from curricular or co-curricular activities under his/her supervision, without complying with the notice and hearing requirements required prior to suspension or expulsion. As soon as practicable after making such removal, the teacher shall submit reasons, in writing, for such removal to the assistant principal and/or other school officials.

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If a student is removed under emergency removal, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student as soon as practicable prior to the hearing. Parents will be notified when a student is removed under this section.

The hearing shall be held in accordance with the procedure set forth under the suspension procedure, unless it is probable that the student may be subject to expulsion. In that event, the hearings shall be held in accordance with established procedures except that the hearing shall be held within seventy-two (72) hours of the initial removal. The individual who ordered, caused, or requested the student's removal shall be present at the hearing.

Out of School Suspension

The student shall be given written notice of the intention of suspension and the reasons for such action by a building administrator. The student will be given an opportunity for an informal hearing before the building administrator, superintendent or superintendent's designee to challenge the reasons for the suspension and explain his/her actions.

Within twenty-four (24) hours after the time of a student's suspension, a building administrator shall send written notice of the suspension to the student and his/her parent or guardian and the Treasurer of the Board of Education. The notice shall include the duration of the suspension and the reasons therefore. It also shall include notification of the right of the student or his/her parent or guardian to appeal the suspension to the Board of Education or its designee within five (5) days of the suspension, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the suspension, and to request such hearing be held in executive session if such hearing is conducted by the Board. During the appeal process, the student will not be permitted to remain in school. The Board or its designee, however, shall act upon a suspension only at a public meeting.

Expulsion

Prior to any expulsion, the superintendent shall give the student and his/her parent/guardian or representative written notice of the intention of expulsion.

The notice shall include the reasons for the intended expulsion, notification of the opportunity of the student, and his/her parent/guardian or representative to appear before the superintendent or his designee to challenge the reasons for the intended expulsion and explain the student's actions, and notification of the time and place to appear. The time to appear shall not be earlier than three (3) not later than five (5) days after the notice is given, unless the superintendent grants an extension of time at the request of the student or his/her parent/guardian or representative. If an extension of time is granted, the superintendent shall notify the student and his/her parent/guardian or representative of the new time and place to appear.

Within twenty-four (24) hours after the time of any expulsion, the superintendent or principal shall send written notice to the student and his/her parent/guardian and the Treasurer of the Board of Education. The notice shall include the duration of the expulsion and the reasons for the expulsion. It also shall include notification of the right of the student or his/her parent/guardian to appeal the expulsion to the Board of Education or its designee within ten (10) days of the expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee, and to request that such hearing be held in executive session if such hearing is conducted by the Board. The Board or its designee, however, shall act upon an expulsion only at a public meeting. If the expulsion is for more than twenty (20) days, or will extend into the next semester or school year, the notice must also contain information on services or programs that work toward improving the student's attitudes and behavior.

The Board, by a majority vote of its full membership, or by the action of its designee, may affirm the expulsion or may reinstate the affected student or may otherwise reverse, vacate or modify the order of expulsion.

The Board or its designee shall keep a verbatim record of all hearings under this Article. Decisions of the Board or its designee may be appealed to Common Pleas Court under Chapter 2506 of the Ohio Revised Code.

Student Conduct Occurring on School Property or at School-Sponsored Events

Unless otherwise noted in the individual section, the rules and standards for the discipline of students shall be applicable to any conduct: on-school grounds, during and immediately before or after school hours; on-school grounds at any other time when the school is being used by a group; off-school grounds at a school sponsored activity, function or event; on a school bus or conveyance; at any other time when the student is subject to the authority of the school.

Student Conduct Occurring Off School Property or Outside of the Regular School Day

The rules and standards set forth for the discipline of students shall apply to misconduct by a student that occurs off school property or outside of the regular school day provided that the misconduct bears a reasonable connection to the interests, activities or responsibilities of the Rocky River City School District and its students, parents and staff.

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Social Networking or Telecommunications Misconduct: Facebook, MySpace or other social networking misconduct as well as telecommunications harassment that occurs outside the school day and off school property but disrupts the educational environment is subject to the Code of Conduct and potential disciplinary actions as well as a referral to the Rocky River Police Department.

Code of Conduct

The Code of Conduct defines specific acts that are considered violations of the expected standards of student behavior. The Code of Conduct is based on Board policy, District guidelines, and applicable law. These violations are examples of those acts that disrupt the school environment and the teaching and learning in the Rocky River City School District and are not an exhaustive list of acts of misconduct that may lead to disciplinary action.

The goal of the Code of Conduct is to provide school staff, students, parents and community members with a clear understanding of student conduct that is unacceptable and grounds for disciplinary action. A student committing an act of misconduct not listed below shall nonetheless be subject to the disciplinary authority of a building administrator or other school administrator.

Each of the behaviors and/or types of misconduct described below is prohibited and may subject a student to disciplinary action. Furthermore, any criminal misconduct by a student shall be reported to law enforcement authorities. Certain criminal acts may result in permanent exclusion from school.

When a student is subject to criminal proceedings and is otherwise unavailable (or fails) to report to school, the District may delay adjudication of any school disciplinary matter until the student returns or intends to return to school. This provision shall also apply when a student is withdrawn from school and later re-enrolled.

- a. Arson: causing a fire;
- b. Abusive Language or Gestures: using or threatening to use any form of communication, gestures, images, photos or other such means which are offensive, obscene, abusive, threatening, and/or vulgar;
- c. Assault (non-sexual or sexual): physical attack on another with or without a weapon;
- d. Absence (unexcused) from class or tardiness (unexcused);
- e. Audio/Video Recording (Unauthorized): Recording or attempting to record without authorization from school staff any image or other record (audio or video) of a student or staff member;
- f. Battery: threatening a physical attack on another with or without a weapon;
- g. Bullying: Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship;
- h. Burglary: unauthorized or illegal entry;
- i. Cheating: cheating on any school assignment, test or other work, or attempting to do so;
- j. Criminal Mischief: damaging or defacing school property or the property of another or tampers with such property so as to endanger person or property;
- k. Dangerous Instruments/Look-alike Instruments – Possession and/or Use: possessing and/or concealing potential dangerous instruments, tools, and/or debilitating sprays (such as knives, razor blades, sharp instruments, penknives, mace, pepper spray, slingshots, or any weapon or equipment which will, is designed to, or may be readily converted to expel a projectile by action of air pressure, carbon dioxide or mechanical means including but not limited to pellet gas, BB guns, CO₂, or air guns). Look-alike instruments are also prohibited;
- l. Defiance of Authority/Insubordination: using defiant verbal or non-verbal behavior directed toward any school personnel;
- m. Disruption of Educational Process or Activities: individual or group behavior that interferes with teaching and/or learning or school activities; Students shall not use violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. Student shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. Preventing or attempting to prevent by physical act or verbal utterance the functioning of any school, class, or activity of any lawful meeting or assembly on or off the school property. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event. Except under the direct instruction of the building administrator or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event. Continuously making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or co-curricular activity.
- n. Disruption of the School Bus: any misconduct on a school bus; disrespectful conduct toward the operator or other school personnel on the bus; and/or vandalism to the school bus;
- o. Unauthorized Publication or Distribution of Materials: publishing or distributing materials at a time, place or in a manner not authorized by a building administrator or other school personnel;
- p. Dress Code Violation;
- q. Driving – Unsafe: operating any vehicle on school grounds or at a school-sponsored event recklessly or without regard for the safety of persons and/or property;
- r. Drug, Chemical Abuse & Alcohol Policy Violation
- s. Electronic Devices – Unauthorized use or possession;

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- t. Explosives or Fireworks – Possession or Use: possessing, concealing or using any article which could explode, burn, detonate, cause bodily harm or have the appearance to do so;
- u. Extortion: obtaining or attempting to obtain money, goods or information from another person by threat or force;
- v. False Documentation / Forgery: falsifying, misrepresenting, and/or replicating school or student-related documents or signatures;
- w. Fighting: being involved in or instigating aggressive physical contact;
- x. Firearms or Other Weapons: possessing, concealing or using any weapon capable of expelling or propelling one or more projectiles by the action of an explosive or combustible propellant or compressed air or spring including any unloaded or inoperative firearm, or any simulated or "look alike" firearm. Also, a knife is defined as any device consisting of a sharp blade whether or not fastened to a handle, designed or intended for use as a cutting instrument, regardless of the length of the blade. A weapon is any device or object which is or may be used to cause harm to another person, including but not limited to a firearm, a knife, a club, a chain, razor, metal knuckles, noxious irritants, chemicals, or explosive or incendiary device. Because the Board believes that students, staff members and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal or other school official. Failure to report such knowledge may subject the student to disciplinary action.
- y. Gambling: participating or instigating the participation of others in games of chance;
- z. Hazing/Harassment: Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) or staff member(s) more than once and the behavior both causes mental or physical harm to the other student(s) or staff member(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship;
- aa. Intimidation: Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) or staff member(s) more than once and the behavior both causes mental or physical harm to the other student(s) or staff member(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship;
- bb. Inflammatory Action: using or threatening to use written, verbal or electronic language, gestures, photos, images or other actions to create fear, alarm and/or disturbance;
- cc. Leaving School without Permission;
- dd. Loitering/Trespassing: being present in any school area or school bus without authorization;
- ee. Lying: Students shall not lie about, fabricate, distort, or change information given to school staff or administration or any individual;
- ff. Offensive Touching or Contact: touching another person with part of one's body or with any instrument to cause harm, alarm, fear or intimidation;
- gg. Plagiarism: use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. In addition, falsifying signatures or data or refusing to provide proper identification or giving false information to a staff member is prohibited and may subject a student to disciplinary action;
- hh. Pulling a Fire Alarm without Authorization or Necessity;
- ii. Reckless Endangerment: engaging in reckless conduct that creates a risk of physical or emotional harm to another person;
- jj. Robbery: taking the property of another person or entity;
- kk. Sexual Behavior: indecent propositioning, proposal, contact, touching and/or exposure of a sexual nature or intent;
- ll. Sexual Contact: making contact with another person with or without the consent of the other person;
- mm. Technology – Unauthorized Access, Possession, Disruption or Use: accessing or causing to be accessed a computer or other District technology system or equipment without authorization; obtaining unauthorized technologies or attempt to do so; altering, deleting, tampering, destroys, or stealing any technology, data or electronic information or equipment;
- nn. Theft/Possession of Stolen Property: taking, exercising control over, and/or obtaining the property of another person or entity; receiving, retaining, or disposing of property of another person or entity;
- oo. Tobacco-Free Schools Policy Violation;
- pp. Vandalism: intentionally, purposely, recklessly or negligently damaging school property or attempting to do so;
- qq. Repeated Code of Conduct Violations;
- rr. Making a fictitious bomb or other destructive threat that causes panic or making any false report;
- ss. Failure to accept discipline or punishment;
- tt. Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another;
- uu. Violation of bus and other transportation rules; and
- vv. Violation of classroom rules.

Drug, Chemical Abuse & Alcohol Policy

1. During school, summer school, travel on any school-provided transportation or any school-sponsored activity held on or off school property, students shall not possess, buy, sell, use, supply, transmit, be under the influence of, and/or apply any mood-altering chemical of any kind including alcohol.
2. "Under the influence" means not having the normal use of mental or physical faculties; however, the student need not be legally intoxicated. Impairment of a person's physical and/or mental faculties may be evidenced by a pattern of abnormal or erratic behavior and/or the presence of physical symptoms of drug or alcohol use. The following is a list of examples of indicators of possible drug or alcohol use: stumbling, staggering, being unsteady, slurred speech, being inappropriately loud or quiet, extreme hostility, over

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aggressiveness, bloodshot, red or glassy eyes, dilated pupils, smell of alcohol or illicit drugs, and/or physical evidence of drug or alcohol use (bottles, pills, and drug paraphernalia). Failure to submit to an assessment of the student's condition shall be considered being under the influence of alcohol and/or illicit drugs.

3. "Possession" includes, without limitation, retention on the student person or in purses, wallets, lockers, desk, or automobiles parked on the school property.
4. "Mood-altering chemical" including, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, intoxicating inhalants, and prescription drugs, unless authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student's name and directions for proper use.
5. The Rocky River City School District Board of Education recognizes alcohol/drug abuse and dependency to be a serious problem; furthermore, the Board recognizes the dependency stage of chemical use to be a primary physical illness.
6. Health problems of youth are primarily the responsibility of the home and community; however, schools share in that responsibility as the community's youth spend a major portion of their time therein and chemical abuse problems often interfere with school behavior, student learning, and the fullest possible development of the individual. The schools then should have a major part in early detection of chemical use, abuse and dependence, the protection of students from the promotion and sales of alcohol and non-prescribed drugs, and a partnership role with families and other institutions in seeking treatment for the chemically dependent person. Toward this goal, the Board of Education is committed to achieving an environment of high risk for those who would use or abuse all non-prescribed chemicals. This goal, however, cannot be achieved by the schools alone, regardless of funding, staffing ability or program development. The family, religious organizations, police, community health services, mental health and treatment centers, and concerned citizens must also play a role if our goal is to be accomplished.
7. The Code of Conduct is in effect at school, at school and school-sponsored activities, and on school premises and school buses. In accordance with the Code, possession, consumption, sale or attempted sale of alcoholic beverages or illegal drugs, or hallucinogens, "look-alike" drugs, controlled substances without prescription, drug paraphernalia, or any substance purported to be alcoholic beverages or illegal drugs, or attendance at school or school-sponsored activities after having consumed such substances are in violation of the Code and the following procedures will be enforced:

Use/Possession:

First Offense -

- a. Ten day Out-of-School suspension. Five days will be waived if the student attends "Eduvention" and/or receives a professional assessment by a certified chemical dependency counselor. Documentation of participation and/or assessment will be provided to the school.
- b. Parents will be notified.
- c. Police will be notified.

Second Offense -

- a. Ten day Out-of-School suspension, recommendation to Superintendent for expulsion.
- b. Parents will be notified
- c. Police will be notified.
- d. Notification to the Department of Motor Vehicles will be sent, causing the student to lose his/her license up to a maximum of 18 years of age.

Sale/Distribution:

1. First Offense -

- a. Ten days out-of-school suspension, recommendation to Superintendent for expulsion.
- b. Police will be notified.

Suspected use:

1. Parental contact.
2. Possible interventions (including search and police involvement).

Cheating/Plagiarism

Cheating and plagiarism cannot be tolerated in the school environment. All staff members are to be alert to potential problems in this area and must act to discourage attempts to academic dishonesty. Should such dishonesty be identified clearly, the following procedures are to be used:

- First offense - the student will be reprimanded by the teacher; will receive "no credit" on the assignment; a disciplinary referral will be filed with the assistant principal; the parent will be informed by the teacher.
- Second offense (in same class) --The student will be assigned a failing grade for the quarter; an office report will be filed; and the assistant principal will notify the parents.
- Second offense (in different course) -- The student will be assigned a failing grade for the quarter when the multiple offense is determined by the assistant principal; parent will be notified by the teacher.
- Chronic offenses may lead to suspensions from classes or failure in a given course. This will be determined by the assistant principal.
- Additional disciplinary action may also be taken.

Violation of the Tobacco-Free School/Smoking

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Students shall not possess, use or transmit tobacco products on school grounds, at any school function or activity whether on or off school grounds, or on any property within view of the school. This includes smokeless tobacco products (snuff and chew) and possessing lighters or matches.

- First offense – Three days out-of-school suspension - two days will be waived if the student agrees to participate in a tobacco education program. The times of these sessions will be arranged by the instructor of the tobacco education program. If a student misses any one of the sessions he/she will be required to serve the other two days of suspension.
- Second offense – Five days Out of School Suspension
- Third offense – Ten days Out of School Suspension

Assault on or Abusive Language Toward a School Employee, Authorized School Visitor, or Another Student

Students shall not use vulgar, profane or abusive language or make a vulgar, profane or abusive gesture toward any school employee, authorized school visitor, or any other student nor cause or attempt to cause physical injury to a school employee, authorized school visitor, or another student. Students who make threats, spoken or implied, toward any school personnel will be subject to severe penalties including out-of-school suspension and the filing of criminal charges. All such threats shall be taken seriously and documentation of such threats will be provided to the police department.

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Royalty Agreement

This agreement BETWEEN Ohiopyle Prints Inc., a corporation having an address of 410 Dinnerbell Rd., Ohiopyle, PA 15470 ("OP"), D/B/A "My Town Originals®" a registered fictitious name,

AND Rocky River High School School located at 20951 Detroit Road, Rocky River, OH 44116 (the "School")

License to use Marks: The school grants OP the non-exclusive right and a license to use the school Marks for marketing, manufacturing, and distribution of apparel and accessories ("Products") sold to retailers and consumers. School "Marks" are defined as school name, nickname, mascot, and related designs, logo graphics and symbols.

School Sales: This agreement shall not affect the purchase and sales of the School's booster clubs and bookstore in any way.

School Marks: The School warrants and represents that it is the owner of all rights in and to the licensed Marks. The School authorizes its Marks to OP for the sale and distribution of Products bearing the School's name, nickname, and related designs, logo graphics, and symbols. This agreement does not authorize OP to sublicense School Marks to other parties.

Indemnification: OP agrees to indemnify and hold the School, its officers, agents, employees, and assignees harmless from liability, loss or damage suffered as a result of claims, demands, cost or judgments, including legal fees arising out of the duties and obligations pursuant to license use school Marks in connection with any product sold by OP.

Term/Termination: This agreement will remain in effect for one year and will renew automatically. The School may terminate this agreement at any time for any reason upon written notification to OP. Upon written notification, OP will immediately discontinue production of any new products but shall retain the right to sell any remaining inventory.

Payments: Payment will be made to the School based on 7% of the net sales invoiced to OP's customers each quarter. No royalties are collected nor paid on direct sales to the school or its booster clubs. OP will make payments within thirty days following the end of each calendar quarter. Any checks not cashed after 90 days from issuance will become property of OP

Persons executing this Agreement warrant and represent that they have been authorized to sign this Agreement to legally bind the party for which they are signing:

"Ohiopyle Prints Inc."

"School"

Signature: _____

Signature: Mark Wagner

Name: _____

Name: Mark Wagner

Title: _____

Title: Athletic Director

Date: _____

Date: 5/2/12

E-mail to: mytown@ohiopyleprints.com

Fax: 440 331 2189

Fax to: (866) 314-1305

E-mail: Wagner.Mark@rrcs.org

Wagner, Mark

From: Christine Rishel <christiner@ohiopyleprints.com>
Sent: Thursday, April 26, 2012 10:40 AM
To: Wagner, Mark
Subject: Royalty Agreement
Attachments: Check letter and FAQ sheet - 1st Quarter.pdf; Royalty Agreement 2012 - 1st Quarter.doc

Mr. Wagner

I spoke to the Treasurers Office and was asked that I send the agreement to the school and it would then need to go to the board for approval. We do receive thank you letters from the district signed by Michael G. Shoaf.

I've attached and also put a link to the royalty agreement. You can access it either way. With a signed non-exclusive royalty agreement (meaning we are not asking for sole rights to the school name, just that we have the okay to retail) the school will get a quarterly royalty report with the check mailed every quarter. The royalty report would include stores carrying your high school merchandise with our company and you also receive the check information. There is also a document that lists frequently asked questions. I will follow up with you next week but feel free to contact me if you have any other questions or concerns. If you choose to sign the agreement, you can fax it back to the number listed below. Thank you and have a great day!

www.highschoollicensing.com

Sincerely,

Chrissy Rishel
Ohiopyle Prints, Inc.
christiner@ohiopyleprints.com
Phone: 1-800-365-7365 Ext: 132
Fax: 1-866-314-1305

TREASURER'S OFFICE
MAY 3- 2012
RECEIVED

MYTOWN ORIGINALS®

SCHOOL Products

My Town Originals® is a product of Ohiopyle Prints, Inc.

**Over
\$2,000,000
Raised & Donated**

**"I continue to be impressed
by your donations to an out-
of-state school."**

**-Apple Valley High School
Apple Valley, CA**

We are proud to enclose your school's quarterly percentage of the net sales of our school related products sold at your local retailers. It is based on 7% of the net sales of product bearing your school's name.

We encourage you to return the royalty agreement. Signing the written agreement is completely at your school's discretion. Either way, Ohiopyle Prints will continue to support your school as we have in the past. It's important for you to notify us if you've changed or trademarked your name, logo, or mascot.

Enclosed is a copy of our royalty agreement for your review or you can license on line at www.highschoollicensing.com under the sign up tab. You can fax the signed licensing agreement to 1-866-314-1305 or email to mytown@ohiopyleprints.com or mail to: **My Town Originals®, C/O Ohiopyle Prints, 410 Dinner Bell Road, Ohiopyle, PA 15470.**

We are the vendor of choice in these fine supermarket and drug store locations:



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**Who is Ohiopyle Prints, Inc?**

Ohiopyle Prints, Inc (OP), established in 1981, is the leading manufacturer and supplier of community pride and school branded apparel and accessories to grocery and pharmacy retailers. It is our desire, as well as the desire of many of our grocery and pharmacy partners, to help financially support schools in the neighborhoods in which we work and live. We are proud to say that since our first check was cut we have distributed over 2 million dollars to schools across our nation.

Why should I sign this agreement?

A signed licensing agreement helps inform school administrators, faculty, clubs and organizations of the relationship between OP and your school as well as how the program works.

Most colleges have licensing agreements to insure they receive all royalties due on products bearing their Marks and can take action on those who do not have rights to use their Marks. With a signed agreement, we will provide you a listing of the retailers carrying your schools products we manufacture with your Marks in addition to the royalties we pay.

We believe the retail sales of school products will continue to grow and increase your need to have a signed agreement, just like colleges.

How do you determine the royalty payment and how often do you pay?

The royalties are calculated on 7% of the net sales of product bearing your school's name sold to retailers and consumers in your area. We will report and make payment to your school following the end of each quarter.

Does cashing this check or signing the agreement obligate our school to anything?

No. You can stop the program at any time. Upon written notification, Ohiopyle will discontinue all manufacturing but shall retain the right to sell any remaining inventory.

What can our school use this money for?

Checks are a general fund and may be used any way your school chooses.

Will our school continue to receive royalty payments from OP if we don't sign an agreement?

Yes, unless we are instructed otherwise, we will continue to sell products using your school name and mascot to local retailers and send a voluntary royalty payment to your school.

Does our school have to do anything once we sign an agreement?

No, OP does everything. We do the selling, manufacturing, shipping, billing and royalty payments.

Does signing an agreement affect our booster clubs?

No, the agreement does not affect or prevent your bookstore or booster clubs from selling or distributing products.

Can I sign your agreement if I have already signed with another company?

As long as your agreement with the other company is non-exclusive, then yes.

What does non-exclusive mean?

If you are licensed with OP you may still license with another company.

Can our school and booster clubs buy direct from OP?

Yes, we encourage you to order direct from OP where we offer a wide variety of high fashion, high quality proven products. Call 800-365-7365 for information and volume pricing. No royalties are collected or paid on products sold direct to schools and booster clubs.

Are there any liability risks for our school because of a signed agreement with OP?

No, OP assumes all liability for their products that are sold to retailers. OP meets or exceeds all requirements set by the Consumer Products Safety Improvement Act (CPSIA) for Lead, Phthalates and other harmful substances.

What are school MARKS and will we retain the rights to our MARKS if we sign an agreement?

"Marks" means all of your school's service Marks, school name, nickname, mascot and related designs, logo graphics and symbols. By signing the agreement, you have given OP the permission to use your Marks but have not given us the rights to your Marks

Will our school retain the rights to our MARKS if we sign an agreement?

Yes, by signing the agreement you have given OP the permission to use your Marks but have not given us the rights to your Marks.

How do I identify OP products in my local retailers?

Our products are marketed under the trademarked name "My Town Originals®" All of our products are clearly marked with stickers bearing the name My Town Originals® or will have a UPC code starting with 7-49145.