

Galion City Schools Job Description

TITLE: SCHOOL BUS DRIVER

GENERAL DESCRIPTION:

Responsible for the safe and efficient transportation of school pupils within the guidelines of the State of Ohio and the policies established by the Board of Education; maintaining discipline on the bus, promoting good public relations by neat appearance, proper attitude, and appearance of the school bus.

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: Supervisor of Transportation
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Satisfactorily pass a BCI background check
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Demonstrate an understanding of the role of pupil transportation in the educational program and meet all the physical, mental, and moral requirements established by state laws, regulations, and local Board of Education policies.
5. Previous successful driver experience.
6. Physically qualified by passing an annual physical examination (O.A.C. 3301-83-07).
7. Hold a current Commercial Driver License (CDL) Class A, B, or C with endorsements P (Passenger Vehicle) and S (School Bus).
8. Completes pre-service and yearly in-service training requirements (O.A.C. 3301-83-10).
9. Physically capable of appropriately lifting and managing students with disabilities when necessary.
10. Ability to cope with stressful situations as related to students with disabilities.
11. Possess or upgrade skills through formal and/or in-service training related to transportation of students with disabilities.
12. Obtain annually a driver record check (abstract) from the Bureau of Motor Vehicles (O.A.C. 3301-83-07).
13. Good moral character and attendance record.

ESSENTIAL FUNCTIONS:

1. Maintains respect at all times for confidential information.
2. Abides by all rules, policies, and procedures affecting pupil transportation.
3. Responsible for safe operating conditions and the cleanliness of the bus.
4. Maintains pupil control and reports violations to the proper authorities as prescribed (Principal, Supervisor of Transportation, Director of Operations, Superintendent, etc.).
5. Maintains routes, stops, and time schedules as established by the Transportation Director.
6. Makes suggestions for more efficient routing, but permission must be granted before any change(s).
7. Report any hazardous conditions along the existing route to the Transportation Director.
8. Follows properly approved procedures for reporting bus accidents; forms provided.
9. Will be present or available at all bus driver meetings and in the event of emergency dismissal.
10. Promotes good public relations by personal appearance, attitude, conversation, and the appearance of the school bus.
11. Shares in the responsibility for driving for a school-sponsored event and/or approved field trip.
12. Identifies, analyzes, and solves problems.
13. Shall attend four (4) hours of safety in-service.
14. Follows the Board-approved Transportation Handbook.
15. Demonstrates the ability to organize tasks to completion.
16. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
17. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.
4. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: BUS EDUCATIONAL ASSISTANT

GENERAL DESCRIPTION:

Under general supervision, performs various technical and clerical tasks in assisting a teacher of students with disabilities. Employees may perform a wide range of tasks to support the teacher's efforts, meet all students' needs, and ensure quality instruction for all students. Employees provide individual assistance with academics, functional skills, and behavior and may lead small group activities. The employee assists the teacher with general housekeeping and clerical duties.

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: Supervisor of Transportation, Chief of Student Services
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. High School graduate or equivalent.
2. Satisfactorily pass a BCI background check
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years
4. Hold an Ohio Department of Education and Workforce (DEW) Educational Aide Permit or successfully obtain the required permit upon hire.
5. High moral character and good attendance record.
6. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.

ESSENTIAL FUNCTIONS:

1. Complete Crisis Prevention Intervention (CPI) training within 60 days of hire.
2. Maintain a current CPI training status.
3. Maintains respect at all times for confidential information.
4. Interacts with students in an age-appropriate manner that demonstrates an appropriate understanding of each student's needs, abilities, and disabilities.
5. Constantly monitors the safety and well-being of students; monitors student attitudes and encourages self-esteem; assists students with becoming increasingly independent.
6. Monitors student behavior and helps maintain discipline on and around the vehicle; assists with crisis prevention and de-escalation techniques with students as needed.
7. Assists students with learning; reinforces and clarifies instructions by the driver.
8. Uses various assistive technology equipment and augmentative communication devices to assist students with school-related activities (as needed).
9. Assists students with daily safety skills (i.e., proper seating, conduct on school transportation, etc.) as needed.
10. Maintains standardized records and documentation concerning students' progress while on school transportation.
11. Performs clerical duties as needed, including but not limited to the maintaining of records of student progress.
12. Participates in staff development as directed.
13. Demonstrates the ability to organize tasks to completion.

14. Identifies, analyzes, and solves problems.
15. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
16. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

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Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: BUS MECHANIC

GENERAL DESCRIPTION:

Maintain and provide a safe and reliable bus fleet, which, in addition to emergency repairs, will include regular and periodic inspection and maintenance procedures to reduce the frequency of repairs and lower cost of operation and maintenance.

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: Supervisor of Transportation
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. Valid Driver's License.
2. Satisfactorily pass a BCI background check
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Sufficiently skilled, experienced, and/or trained in automotive mechanics to understand the vehicle; adequately equipped to follow a definite plan that is thorough, systematic, and adequate.
5. High school graduate or equivalent.
6. Previous and successful school bus driving experience.
7. Hold a current Commercial Driver License (CDL) Class A, B, or C with endorsements P (Passenger Vehicle) and S (School Bus).
8. Good moral character and attendance record.

ESSENTIAL FUNCTIONS:

1. Maintains respect at all times for confidential information.
2. Determines that safe and satisfactory equipment is maintained at all times.
3. Establishes and maintains a program of preventative maintenance.
4. Schedules, services, and inspects buses and other board-owned motor vehicles on a regularly scheduled program, making repairs as needed.
5. Has access to and knows how to use the Owner's and Driver's Manual and the Service Manual provided by the vehicle manufacturer.
6. Is responsible for the summer bus maintenance program and will have all buses ready for the annual inspection by the Ohio Highway Patrol.
7. Maintains an inventory of supplies and materials.
8. The bus garage is clean, orderly, and free of hazardous conditions.
9. Promotes good public relations with those they work with through personal appearance, attitude and conversation.
10. Assists in the training of prospective drivers.
11. Takes in-service training courses when possible and practical.

12. All buses: tune-ups, tires, brakes, oil changes, clutches, safety equipment, garage equipment, etc.
13. Orders all parts, including but not limited to chassis and gear lubrication, motor oil, antifreeze, batteries, radiators, heater cores, gasoline, etc., using purchasing procedures, purchase order numbers, and so forth, as authorized by the Supervisor of Transportation.
14. Places first aid equipment, fuel sheets, and so forth in each bus.
15. Responsible for going out on all bus breakdowns.
16. Assist the general maintenance team when summer inspection is over or in emergencies.
17. Answers telephone and radio if the supervisor is not available.
18. Schedules work on other school vehicles, prioritizing school bus repair.
19. Attends meetings as required.
20. Demonstrates the ability to organize tasks to completion.
21. Identifies, analyzes, and solves problems.
22. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
23. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.
4. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

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Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: CLASSROOM EDUCATIONAL ASSISTANT

GENERAL DESCRIPTION:

Under general supervision, performs various technical and clerical tasks in assisting a teacher of students with disabilities. Employees may perform a wide range of tasks to support the teacher's efforts, meet all students' needs, and ensure quality instruction for all students. Employees provide individual assistance with academics, functional skills, and behavior, and may lead small group activities. The employee assists the teacher with general housekeeping and clerical duties.

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: Assigned Building Principal, Supervisor of Behavior Support, Assigned Teacher
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. High School graduate or equivalent.
2. Satisfactorily pass a BCI background check
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Hold an Ohio Department of Education and Workforce (DEW) Educational Aide Permit or successfully obtain the required permit upon hire.
5. Currently, hold or complete within 60 days from the date of hire the Specialized Behavior Technician (SBT) micro-credential from the North Central Ohio ESC.
6. High moral character and good attendance record.
7. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.

ESSENTIAL FUNCTIONS:

1. Complete Crisis Prevention Intervention (CPI) training within 60 days of hire.
2. Maintain a current CPI training status.
3. Assistants in the organization and supervision of lunchroom procedures.
4. Maintains respect at all times for confidential information.
5. Assists teachers in executing instruction and evaluating its effectiveness.
6. Interacts with students in an age-appropriate manner that demonstrates an appropriate understanding of each student's needs, abilities, and disabilities.
7. Collects student data following the Individual Education Plan (IEP) guidelines.
8. Constantly monitors the safety and well-being of students; monitors student attitudes and encourages self-esteem; assists students with becoming increasingly independent.
9. Monitors student behavior and helps maintain discipline in the classroom; assists with crisis prevention and de-escalation techniques with students as needed.

10. Assists students with learning; reinforces and clarifies instructions; conducts short sessions on improving specific skills; creates and modifies materials to match student abilities; modifies tests for students; provides individual assistance as needed.
11. Uses various assistive technology equipment and augmentative communication devices to assist students with school-related activities (as needed).
12. Carries out all physical care routines for students as indicated on their IEPs and/or Health Plans, including but not limited to personal hygiene, feeding needs, administration of medication, etc.
13. Assists students with daily living skills (i.e., toileting, feeding, diaper change, etc.) as needed.
14. Maintains standardized records and documentation concerning the progress of students.
15. Performs general housekeeping duties in maintaining an orderly classroom; performs repair and maintenance tasks related to school equipment.
16. Performs various clerical duties as needed, including but not limited to maintaining records of student progress; develops and files incident reports; grades student papers and scores tests; checks daily attendance; makes copies; develops classroom display and instructional materials; maintains and operates audiovisual equipment; orders supplies; maintains class files, etc.
17. Participates in staff development as directed.
18. Performs other related work as required.
19. Demonstrates the ability to organize tasks to completion.
20. Identifies, analyzes, and solves problems.
21. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
22. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

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Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: COOK

GENERAL DESCRIPTION:

Provide nutritional school meals and promote District students' and staff's health and wellness.

TERMS OF EMPLOYMENT: 190 Days

FLSA STATUS: Non-Exempt

REPORTS TO: Director of Food Services
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. High School graduate or equivalent.
2. Satisfactorily pass a BCI background check
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. 18 years of age or older.
5. Experience in the food service industry preferred.
6. Good moral character and attendance record.
7. Clean and neat.
8. Have the ability to organize and carry out lunchroom procedures.
9. Must be able to lift 40 pounds.
10. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
11. Proficiency in computer skills and knowledge of applications necessary to access and disseminate timely and relevant information.
12. Good health and good attendance record.
13. Additional qualifications as the Board of Education may require.

ESSENTIAL FUNCTIONS:

1. Maintains respect at all times for confidential information.
2. Operate Child Nutrition and School Food Service Programs following District policies and administrative guidelines, United States Department of Agriculture Food and Nutrition Standards, Ohio Standards for School Lunch and Breakfast Programs, and State and Federal law provisions.
3. Maintain sanitation standards and food safety procedures in compliance with the Ohio Department of Health, the Galion City/Crawford County Health Departments, and the National School Lunch and Breakfast Program.
4. Operate Point-of-Sale (POS) and storage of food products and commodities.
5. Provide appropriate nutrition/food services and support for special needs students following Individualized Education Plans (IEPs), food allergy action plan, and/or other District authorized accommodation plan.
6. Collect necessary data, maintain records, and prepare reports for services provided through the Nutrition/School Food Service Program as required by the Ohio Department of Education, the United States Department of Agriculture, and the District.

7. Operate and regulate food preparation and cashier equipment as directed.
8. Collect and prepare food supplies and ingredients for the prescribed menu/food selection.
9. Track, monitor, and record necessary food storage and preparation data on daily logs.
10. Clean and sanitize food storage areas, preparation and serving areas, equipment, utensils, and materials.
11. Prepare daily deposits and maintain accurate financial records.
12. Supervise procedures for receipt, storage, and inventory of all food and supplies.
13. Check all equipment and arrange for service as needed.
14. Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
15. Develop and maintain positive school-community relationships and timely communications with students, parents, District staff, and the community.
16. Incorporate sales and marketing promotions for the Nutrition/Food Services Program and related District health and wellness initiatives.
17. Keep up-to-date and knowledgeable of child nutrition/school food service issues and health and safety-related matters.
18. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
19. Respond to specific requests from the Director or Principal on matters affecting the school food service program, health and wellness initiatives, and building operations.
20. Demonstrates the ability to organize tasks to completion.
21. Identifies, analyzes, and solves problems.
22. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
23. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

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Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: CUSTODIAN

GENERAL DESCRIPTION:

Perform custodian work required for the routine care, maintenance, protection, and preservation of the assigned building, its contents, and grounds.

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: Assigned Building Principal
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. High school Diploma.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Successful experience as a school custodial or equivalent, basic electrical repair, maintenance, carpentry, and grounds maintenance techniques.
5. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
6. Demonstrates a sincere desire to aid all students.
7. Good moral character and attendance record.

ESSENTIAL FUNCTIONS:

1. Responsible for heating, ventilating, and general upkeep of the building and grounds.
2. Maintains respect at all times for confidential information.
3. Maintains and regulates equipment and materials for custodial equipment.
4. Does minor landscaping work.
5. Maintains clean and safe areas restricted from members of the public or staff (i.e., mechanical rooms, etc.).
6. Removes snow, ice, and debris from sidewalks, steps, and entranceways.
7. Spread ice-melting products as required.
8. Raises and lowers the flag when scheduled and stores properly.
9. Does required tasks including but not limited to sweeping, mopping floors, waxing, emptying and cleaning waste receptacles, maintaining classroom clock operation, trash and pencil sharpeners, gum removal, removing cobwebs, cleaning windows and walls, cleaning chalkboards, cleaning furniture and lights, dusting and polishing furniture and woodwork as necessary.
10. Keeps all areas of restrooms clean and sanitized. Replenishes supplies in restrooms daily.
11. Keep drinking fountains clean.
12. Opens or closes and checks the building each day.
13. Assists in securing the building at the close of school or shift time.

14. Cleans and maintains custodial equipment and materials.
15. Sands floors, desks, etc., and seals as required.
16. Sweeps, scrubs, paints, and wax floors.
17. Removal and cleanup of blood and bodily fluids according to accepted procedures.
18. Keeps custodial closets clean and orderly. Keep stock on hand.
19. Assists lunchroom staff and removes garbage and trash from the lunchroom.
20. Assists in setting up building rentals, athletic events, special events, etc.
21. Helps unload trucks.
22. Transports materials, furniture, and equipment within the school system
23. Upon completion of rental, assist in clean-up.
24. Assists in moving and arranging furniture and equipment.
25. Removes broken glass, debris, or any equipment considered dangerous to occupants.
26. Makes minor repairs to buildings, furniture, equipment, etc.
27. Does minor painting - interior and exterior.
28. Resets fire alarms when necessary.
29. Resets and changes time on all clocks when needed.
30. Changes locker combinations when requested by the principal.
31. Replaces new locks on lockers and repairs lockers.
32. Use of insect repellents as needed.
33. Notifies the Director of Operations when infestation is noticed.
34. Cooperates with staff.
35. Responds to calls related to building security or other emergencies whenever possible and, if unable to do so, relay calls to the principal, Director of Operations, or other appropriate person.
36. Works in cooperation with maintenance personnel.
37. Demonstrates the ability to organize tasks to completion.
38. Identifies, analyzes, and solves problems.
39. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
40. Is open to change and willing to be involved in the change process.
41. Attends scheduled meetings of the department or school system.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

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Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: ELEMENTARY SCHOOL HEAD CUSTODIAN

GENERAL DESCRIPTION:

In addition to regular custodial duties, shall be involved in the planning and overseeing of the minor maintenance and custodial operation of the building and grounds.

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: Assigned Building Principal
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. High School Diploma.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Successful experience as a school custodial or equivalent, basic electrical repair, maintenance, carpentry, and grounds maintenance techniques.
5. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
6. Demonstrates a sincere desire to aid all students.
7. Good moral character and good attendance record.
8. Possess a low-pressure boiler operator's license. This license must be an Ohio state issue.
9. A minimum of one (1) year supervisory experience.
 - a. This could be waived if no staff member meets this qualification, provided the applicant has four (4) years of custodial experience.

ESSENTIAL FUNCTIONS:

1. Head custodian of either the Primary or Intermediate School.
2. Maintains respect at all times for confidential information.
3. Maintains and regulates equipment and materials for custodial equipment.
4. Does minor landscaping work.
5. Maintains clean and safe areas restricted from members of the public or staff (i.e., mechanical rooms, etc.).
6. Removes snow, ice, and debris from sidewalks, steps, and entranceways.
7. Spread ice-melting products as required.
8. Raises and lowers the flag when scheduled and stores properly.
9. Does required tasks including but not limited to sweeping, mopping floors, waxing, emptying and cleaning waste receptacles, maintaining classroom clock operation, trash and pencil sharpeners, gum removal, removing cobwebs, cleaning windows and walls, cleaning chalkboards, cleaning furniture and lights, dusting and polishing furniture and woodwork as necessary.

10. Keeps all areas of restrooms clean and sanitized. Replenishes supplies in restrooms daily.
11. Keep drinking fountains clean.
12. Opens and checks the building each day.
13. Assists in securing the building at the close of school or shift time.
14. Sands floors, desks, etc., and seals as required.
15. Sweeps, scrubs, paints, and wax floors.
16. Removal and cleanup of blood and bodily fluids according to accepted procedures.
17. Keeps custodial closets clean and orderly.
18. Keep stock on hand.
19. Assists lunchroom staff and removes garbage and trash from the lunchroom.
20. Assists in setting up building rentals, athletic events, special events, etc.
21. Helps unload trucks.
22. Transports materials, furniture, and equipment within the school system
23. Upon completion or rental, assist in clean-up.
24. Assists in moving and arranging furniture and equipment.
25. Removes broken glass, debris, or any equipment considered dangerous to occupants.
26. Makes minor repairs to buildings, furniture, equipment, etc.
27. Does minor painting - interior and exterior.
28. Resets fire alarms when necessary.
29. Resets and changes time on all clocks when needed.
30. Changes locker combinations when requested.
31. Replaces new locks on lockers and repairs lockers.
32. Use of insect repellents as needed.
33. Notifies the Director of Operations when infestation is noticed.
34. Cooperates with staff.
35. Responds to calls related to building security or other emergencies whenever possible and, if unable to do so, relay calls to the principal, Director of Operations, or other appropriate person.
36. Works in cooperation with maintenance personnel.
37. Demonstrates the ability to organize tasks to completion.
38. Identifies, analyzes, and solves problems.
39. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
40. Is open to change and willing to be involved in the change process.
41. Prepares detailed work schedules for the building custodial staff and keeps such schedules current, summer custodial and maintenance included.
42. Keeps second-shift custodial personnel informed.
43. Submits supply requests to the maintenance team.
44. Planned rentals and set up furniture and equipment during shift time.
45. Has the authority to change custodial schedules to meet existing conditions and make overtime requests to their supervisor.
46. Responsible for heating, ventilating, and general upkeep of the building and grounds.
47. Attends scheduled meetings of the department or school system.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

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Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: ELEMENTARY SCHOOL SECRETARY

GENERAL DESCRIPTION:

General secretarial, receptionist, and office procedure duties, i.e., answering the telephone, operating the intercom, handling questions/messages, responsible for lunch count, and selling supplies.

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: Assigned Building Principal
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. High School Diploma.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. High proficiency with office procedures, typing, computer programs, machines, and oral and written communication.
5. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
6. Demonstrates a sincere desire to aid all students.
7. High moral character and good attendance record.
8. Previous successful secretary or receptionist responsibilities preferred.

ESSENTIAL FUNCTIONS:

1. Maintains respect at all times for confidential information.
2. Performs receptionist duties while maintaining a pleasant attitude; receives telephone calls, responds appropriately and correctly, and properly disposes of such.
3. Effectively operates various office machines, including computers for data entry, etc.
4. Types schedules, newsletters, and grade cards; responsible for transcribing and typing correspondence, reports, charts, student records, etc.
5. Arrange/record appointments for the principal and other staff if necessary.
6. Conducts important contacts with the public/community and others requiring tact and diplomacy.
7. Assists in dispensing supplies to staff.
8. Maintain stock of supplies-ordering when necessary.
9. Sorts and distributes incoming and/or daily mail.
10. Assists with attendance records, weekly and grading period totals, and yearly reports.
11. Student records: maintain current student files, and current student index card system; includes transfers and withdrawal students.

12. Enter student data related to EMIS, and generate student reports. Maintain a log of student absences and parental contact.
13. Responsible for maintenance of up-to-date federal lunch records - student eligibility information/records.
14. Makes additions and deletions for enrollment records.
15. Processes correspondence for the principal.
16. Handles illnesses and injuries of students in the absence of the nurse.
17. Prepares book orders and supply orders for teachers.
18. Prepares programs for special events.
19. Maintains a pleasant environment in the office area at all times.
20. Assists with the completion of purchase requisitions.
21. Serves as clerk-custodian of monies received and expended, makes deposits, checks bank statements, and sends monthly reports to the central office.
22. Maintains office records and reports which complement the current bookkeeping procedure.
23. Administers medication by following school policies.
24. Maintains date and dosage records for these students.
25. Handles first aid in the absence of the school nurse. Maintains injury log.
26. Makes building announcements when necessary.
27. Assists building staff as needed.
28. Keeps accurate account of staff absences/requesting substitutes/ensuring completion of proper paperwork.
29. Shall be responsible for securing teachers to cover classrooms when substitute teachers cannot be obtained, securing long-term substitute teachers, and providing input on permanent substitute teachers.
30. Coordinate and input all educational management information system data.
31. Maintains school financial records and individual teacher accounts.
32. Coordination of school fundraisers/maintaining financial records/handle bank deposits.
33. Maintains petty cash fund.
34. Demonstrates the ability to organize tasks to completion.
35. Identifies, analyzes, and solves problems.
36. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
37. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: HEAD MAINTENANCE

GENERAL DESCRIPTION:

The Head maintenance position plans and directs the activities of the maintenance department. Perform skilled and semi-skilled work in constructing, maintaining, and repairing school buildings, grounds, and equipment. Coordinate with administrators to keep district facilities clean, safe, and orderly.

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: Chief of Operations
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. High School Diploma.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Valid driver's license.
5. Successful experience as a school custodial or maintenance team member or equivalent, basic electrical repair, maintenance, carpentry, and grounds maintenance techniques.
6. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
7. Hold a current Commercial Driver License (CDL) Class A, B, or C with endorsements P (Passenger Vehicle) and S (School Bus), preferred.
8. Demonstrates a sincere desire to aid all students.
9. Good moral character and attendance record.
10. Proficient in trade and knowledge of tools and equipment.
11. A minimum of one (1) year supervisory experience.
 - a. It could be waived if no staff member meets this qualification, provided the applicant has four (4) years of custodial experience.

ESSENTIAL FUNCTIONS:

1. Supervision maintenance staff (Supervision for these purposes does not include evaluation of the maintenance staff).
2. Assists in the maintenance and requisitioning of supplies and materials.
3. Works in conjunction with daily custodial and maintenance operations.
4. Assists in confirming overtime events and determining the number of employees needed for the task. This does not include scheduling or assigning overtime.
5. Assists in the scheduling of repairs.
6. Assists the Chief of Operations as needed.

7. Shovels, plows, and treats the walks, driveways, parking areas, and steps as appropriate.
8. Review, evaluate, and schedule daily maintenance work orders and assignments with maintenance personnel; provide guidance and assistance to employees in performing assigned work; and monitor the completion progress of work orders and staff assignments.
9. As necessary, participates in the day-to-day work assignments and activities when daily workloads and activities are beyond the capacity of available staff.
10. Assists the Chief of Operations in deciding future maintenance priorities and coordinating between private contractors and maintenance crew.
11. Develops, schedules, and manages a preventive maintenance program to retain District properties in safe operating conditions.
12. Develops effective plans and procedures to improve maintenance operations.
13. Attends scheduled meetings of the department or school system.
14. Demonstrates the ability to organize tasks to completion.
15. Identifies, analyzes, and solves problems.
16. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
17. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.
4. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: HIGH SCHOOL COUNSELING & ATHLETICS SECRETARY

GENERAL DESCRIPTION:

Serves as secretary to the counseling and athletics offices and performs general office procedures, receptionist duties, office duties, correspondence, and reports pertinent to the High School administrators. Supervises student office workers. Performs duties to ensure the office's accurate, smooth, and efficient operation.

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: High School Principal, Athletic Director
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. High School Diploma.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. High proficiency with office procedures, typing, computer programs, machines, and oral and written communication.
5. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
6. Demonstrates a sincere desire to aid all students.
7. Good moral character and attendance record.
8. Previous successful secretary or receptionist responsibilities.

ESSENTIAL FUNCTIONS:

1. Maintains respect at all times for confidential information.
2. Performs receptionist duties while maintaining a pleasant attitude; receives telephone calls, responds appropriately and correctly, and properly disposes of such.
3. Receives various questions and requests and sees that such matters are disposed of promptly, correctly, and tactfully.
4. Effectively operates various office machines, computers, and software programs.
5. Student records: maintains current student files and current student index card system; includes transfers and withdrawal students; enters student data related to EMIS; generates student reports. Maintains log of student absences and parental contact.
6. Process transcript requests and education verification requests.
7. Prepares and maintains adequate files for the school counselor(s).
8. Conducts important contacts with the public/community and others requiring tact and diplomacy.
9. Receives telephone calls, responds appropriately and correctly, and properly disposes of such.

10. Processes incoming and outgoing mail for the High School.
11. Arrange/record appointments for students, parents, school personnel, and visitors with a counselor(s). Contact students for conferences with a counselor.
12. Prepares correspondence, reports, and communications and requests guidance literature as designated by counselor(s).
13. Responsible for scheduling college visit appointments and issuing passes (with office approval) to interested students to meet with college representatives.
14. Responsible for posting test scores, permanent record inserts updated with transferred grades/health information form(s), preparation of such, and so forth.
15. Responsible for total record keeping and/or obtaining students' school entrance, transfer, and withdrawal records; forwarding copies to other offices for county records.
16. Assists students in signing college bulletins, occupational briefs, and so forth; secures registration forms for tests, financial aid, etc.
17. Arrange/update guidance literature on bulletin boards in the guidance office and hall.
18. Compilation of the school honor roll, typing and distributing information to proper offices.
19. Registers students for optional testing (PSAT, etc.).
20. Responsible for notifying teachers of transfer students' grades/credits earned.
21. Maintains adequate and accurate inventory of supplies for the efficient operation of the school.
22. Database management of all student-athlete eligibility data via Excel and other database management systems – Final Forms, website, etc.
23. Manages online ticketing for athletics; orders athletic letters, certificates, pins, and other materials for athletic awards banquets. Answers the telephone and responds to inquiries concerning athletic events.
24. Works with the Athletic Director and coaches in the purchasing process for equipment, supplies, entry fees, professional development, and lodging.
25. Performs a variety of other office duties such as maintaining daily activity schedule, duplicating and distributing materials, answering the telephone, providing first aid care to injured or ill students in the absence of the school nurse, overseeing work of student office assistants, acting as a receptionist, and filing a variety of materials.
26. Provides backup assistance to the high school office manager during absences.
27. Identifies, analyzes, and solves problems.
28. Responsible for accurate and efficient enrollment count of students.
29. Demonstrates the ability to organize tasks to completion.
30. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
31. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: HIGH SCHOOL HEAD CUSTODIAN

GENERAL DESCRIPTION:

In addition to regular custodial duties, shall be involved in the planning and overseeing of the minor maintenance and custodial operation of the building and grounds.

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: High School Principal
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. High School Diploma.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Successful experience as a school custodial or equivalent, basic electrical repair, maintenance, carpentry, and grounds maintenance techniques.
5. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
6. Demonstrates a sincere desire to aid all students.
7. Good moral character and good attendance record.
8. Possess a low-pressure boiler operator's license. This license must be an Ohio state issue.
9. A minimum of one (1) year supervisory experience.
 - a. This could be waived if no staff member meets this qualification, provided the applicant has four (4) years of custodial experience.

ESSENTIAL FUNCTIONS:

1. Maintains respect at all times for confidential information.
2. Maintains and regulates equipment and materials for custodial equipment.
3. Does minor landscaping work.
4. Maintains clean and safe areas restricted from members of the public or staff (i.e., mechanical rooms, etc.).
5. Removes snow, ice, and debris from sidewalks, steps, and entranceways.
6. Spread ice-melting products as required.
7. Raises and lowers flag when scheduled and stores properly.
8. Does required tasks including but not limited to sweeping, mopping floors, waxing, emptying and cleaning waste receptacles, maintaining classroom clock operation, trash and pencil sharpeners, gum removal, removing cobwebs, cleaning windows and walls, cleaning chalkboards, cleaning furniture and lights, dusting and polishing furniture and woodwork as necessary.
9. Keeps all areas of restrooms clean and sanitized.

10. Replenishes supplies in restrooms daily.
11. Keeps drinking fountains clean.
12. Opens and checks the building each day.
13. Assists in securing the building at the close of school or shift time.
14. Sands floors, desks, etc., and seals as required.
15. Sweeps, scrubs, paints, and wax floors.
16. Removal and cleanup of blood and bodily fluids according to accepted procedures.
17. Keeps custodial closets clean and orderly.
18. Keep stocks of supplies on hand.
19. Assists lunchroom staff and removes garbage and trash from the lunchroom.
20. Assists in setting up building rentals, athletic events, special events, etc.
21. Helps unload trucks.
22. Transports materials, furniture, and equipment within the school system
23. Upon completion or rental, assist in clean-up.
24. Assists in moving and arranging furniture and equipment.
25. Removes broken glass, debris, or any equipment considered dangerous to occupants.
26. Makes minor repairs to buildings, furniture, equipment, etc.
27. Does minor painting - interior and exterior.
28. Resets fire alarms when necessary.
29. Resets and changes time on all clocks when needed.
30. Changes locker combinations when requested.
31. Replaces new locks on lockers and repairs lockers.
32. Use of insect repellents as needed.
33. Notifies the Director of Operations when infestation is noticed.
34. Cooperates with staff.
35. Responds to calls related to building security or other emergencies whenever possible and, if unable to do so, relay calls to the principal, Director of Operations, or other appropriate person.
36. Works in cooperation with maintenance personnel.
37. Demonstrates the ability to organize tasks to completion.
38. Identifies, analyzes, and solves problems.
39. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
40. Is open to change and willing to be involved in the change process.
41. Prepares detailed work schedules for the building custodial staff and keeps such schedules current, summer custodial and maintenance included.
42. Keeps second-shift custodial personnel informed.
43. Submits supply requests to the maintenance team.
44. Planned rentals and set up furniture and equipment during shift time.
45. Has the authority to change custodial schedules to meet existing conditions and make overtime requests to their supervisor.
46. Responsible for heating, ventilating, and general upkeep of the building and grounds.
47. Attends scheduled meetings of the department or school system.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: HIGH SCHOOL SECRETARY

GENERAL DESCRIPTION:

Serves as secretary to the principal's office and performs general office procedures, receptionist duties, office duties, correspondence, and reports pertinent to the High School administrators. Supervises student office workers. Performs duties to ensure the office's accurate, smooth, and efficient operation.

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: High School Principal
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. High School Diploma.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. High proficiency with office procedures, typing, computer programs, machines, and oral and written communication.
5. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
6. Demonstrates a sincere desire to aid all students.
7. High moral character and good attendance record.
8. Previous successful secretary or receptionist responsibilities preferred.

ESSENTIAL FUNCTIONS:

1. Maintains respect at all times for confidential information.
2. Performs receptionist duties and maintains a pleasant attitude; receives telephone calls, responds appropriately and correctly, and properly disposes of such.
3. Receives various questions and requests and sees that such matters are disposed of promptly, correctly, and tactfully.
4. During summer, process transcript requests and education verification requests.
5. Locks and unlocks file cabinets, drawers, and so forth (morning and afternoon).
6. Operates and provides preventative maintenance for various office machines.
7. Effectively operates various computer equipment and has adequate knowledge of software programs.
8. As requested, maintain an appointment/meeting calendar and travel schedule for the principal.
9. Prepares and maintains adequate files for the principal.
10. Types, assembles and distributes reports and other information as the principal requires.
11. Conducts important contacts with the public/community and others requiring tact and diplomacy.
12. Receives telephone calls, responds appropriately and correctly, and properly disposes of such.

13. Arrange/record appointments (for the principal and other staff if necessary).
14. Processes requisitions as required by the principal; checks in supplies and equipment received by vendors.
15. Responsible for transcribing and typing correspondence, reports, charts, student records, transcripts, etc.
16. Maintains teacher attendance daily; records and forms as related.
17. Greets and advises substitute teachers as to their assigned duties.
18. Shall be responsible for securing teachers to cover classrooms when substitute teachers cannot be obtained, securing long-term substitute teachers, and providing input on permanent substitute teachers.
19. Counts and distributes materials to be sent home with students.
20. Maintains files, free lunch applications, bulletins, and so forth.
21. Maintains and distributes forms.
22. Assists students with forms, first aid, answering questions, etc.
23. Distributes prescriptions and medication to students as approved by the school nurse.
24. Checks students signing in/out, signs notes, writes tardy slips, records names daily, writes absence slips, supervises and assists with daily absence list as needed.
25. Supervises and assists student office workers with attendance, typing, and phone procedures.
26. Prepares National Honor Society rating sheets and contacts parents of inductees.
27. Maintains adequate and accurate inventory for the efficient operation of the school and is owned by the Board of Education; dispenses supplies to staff.
28. Maintains adequate and accurate inventories of items owned by the Board of Education for the High School building.
29. Serves as clerk-custodian of monies received and expended, makes deposits, checks bank statements, and sends monthly reports to the central office.
30. Maintains office records and reports which complement the current bookkeeping procedure.
31. Coordinates school photographs/prepares student lists for photographers/delivers photos to students/places photographs on proper records.
32. Responsible for the assignment and issuance of lockers when available.
33. Demonstrates the ability to organize tasks to completion.
34. Identifies, analyzes, and solves problems.
35. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
36. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: LIBRARY EDUCATIONAL ASSISTANT

GENERAL DESCRIPTION:

Directs and/or participates as an educational team member by planning and evaluating a media program that supports the school district's educational goals and assists students and faculty in taking full advantage of available resources.

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: Assigned Building Principal
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. High School graduate or equivalent.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Currently hold an Ohio Department of Education and Workforce (DEW) Educational Aide Permit or successfully obtain the required permit upon hire.
5. Demonstrates a sincere desire to aid all students.
6. High moral character and good attendance record.
7. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.

ESSENTIAL FUNCTIONS:

1. Supervises the library to which it is assigned.
2. Complete Crisis Prevention Intervention (CPI) training within 60 days of hire.
3. Maintain a current CPI training status.
4. Evaluates, selects, and requisitions new library materials, including Makerspace supplies.
5. Assists teachers in selecting books and other instructional materials and makes library materials available to supplement the instructional program.
6. Informs teachers and other staff members concerning new materials the library acquires.
7. Maintains a comprehensive and efficient system for cataloging all library materials and instructs teachers and students on using the system.
8. Arranges for inter-library loan of materials.
9. Works with teachers in planning assignments related to library resources.
10. Establishes educationally sound procedures and environment to promote proper conduct of students using library/makerspace facilities.
11. Helps students to develop habits of independent reference work and to develop skills in the use of reference material for assignments.
12. Presents and discusses materials with a class studying a particular topic on the teacher's invitation.

13. Attends curriculum, department, team, and grade-level meetings as needed.
14. Maintains general neatness and attractiveness of the library/media center and its displays.
15. When needed, prepare and administer the library budgets.
16. Participates in library and other educational and professional associations on the local, regional, state, or national levels.
17. Identifies and discards obsolete and worn materials from the collections.
18. Supervises the clerical routines necessary for the smooth operation of the library.
19. Adheres to established policies and procedures in dealing with complaints regarding library materials.
20. Establishes rapport and a working relationship with the school community and the public.
21. Maintain records as required by district policy.
22. Consider state, national, and regional standards and other guidelines in establishing a philosophy and planning long and short-term goals.
23. Provide procedures for preview, evaluation, selection, and purchase of books, materials, and equipment.
24. Organize and maintain records.
25. Assist the faculty in developing student competency in information retrieval.
26. Promotes acceptable library conduct of students.
27. Arrange frequently changing media-related displays and exhibits likely to interest the library's patrons.
28. Oversee the activities and equipment in the makerspace area and assist students in their use.
29. Oversee the poster maker.
30. Assists with the school-wide PBIS incentive program.
31. Provide subject matter extension and support as needed.
32. Assisted with monitoring, observing, and charting students' behavior and documented behavioral changes.
33. Demonstrates the ability to organize tasks to completion.
34. Identifies, analyzes, and solves problems.
35. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
36. Is open to change and willing to be involved in the change.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: MAINTENANCE

GENERAL DESCRIPTION:

Performs maintenance duties that relate to maintaining the physical school plant, buildings, facilities, equipment, and grounds in a condition of operating excellence to ensure a safe, pleasant environment so that students and staff may make full use of the educational facilities.

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: Chief of Operations
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. High School graduate; college or technical training preferred.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Capable of general troubleshooting and performing skilled maintenance repairs, including a strong working knowledge of HVAC, heating, electrical, plumbing, refrigeration, carpentry, and being able to read blueprints and schematics.
5. Good moral standards and good attendance record.
6. Possess considerable knowledge of standard practices, methods, tools, equipment, materials, and supplies used in maintenance and groundskeeping work.
7. Possess knowledge of the Incident IQ work order system.
8. Construction and/or building and grounds maintenance and custodial experience.
9. Capable of performing heavy physical labor over a sustained period and the ability to lift 50-75 pounds.
10. Possess a valid State of Ohio driver's license; a commercial driver's license is preferred, and maintain a good driving record.
11. Possess a low-pressure stationary boiler operation license.
12. Possess a State of Ohio Chemical Applicator's License/Certificate.

ESSENTIAL FUNCTIONS:

1. Maintains respect at all times for confidential information.
2. Performs and assists in general maintenance of all school facilities, including mechanical, electrical, carpentry, plumbing, and other areas, as directed.
3. Accepts the responsibility for the care, condition, appearance, repair, or replacement of all physical equipment, buildings, facilities, and grounds.
4. Assist in establishing, maintaining, and carrying out a preventive and corrective maintenance program for facilities and equipment.
5. Conducts periodic inspections of the buildings and equipment to determine areas that need repair.

6. Recommends purchase of necessary parts for repairs to the Director of Operations.
7. Repairs equipment and building repairs as needed/directed.
8. Assists in transporting furniture and supplies as needed.
9. Services all heating plants and equipment as needed/directed.
10. Performs maintenance tasks at the stadium as directed; performs mowing at the stadium and other properties as directed.
11. Performs snow plowing as directed and may be required to work flexible hours subject to call-in as deemed necessary under adverse conditions.
12. May be required to work flexible hours subject to call-in and /or perform various tasks necessary under emergency conditions.
13. Assists in developing and operating maintenance records, including oral and written reports as required.
14. Keeps informed of new maintenance techniques, operations, safety standards, and regulations through workshops and professional literature.
15. Works cooperatively with co-workers and administrative personnel concerning maintenance of facilities.
16. Demonstrates the ability to file reports, communicate effectively, and keep accurate records.
17. Demonstrates the ability to work independently, to follow oral and written instructions, and to develop and maintain effective working relationships with associates, school officials, and the general public.
18. Demonstrates the ability to organize tasks to completion.
19. Identifies, analyzes, and solves problems.
20. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
21. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.
4. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: MIDDLE SCHOOL HEAD CUSTODIAN

GENERAL DESCRIPTION:

In addition to regular custodial duties, shall be involved in the planning and overseeing of the minor maintenance and custodial operation of the building and grounds.

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: Middle School Principal
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. High School Diploma.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Successful experience as a school custodial or equivalent, basic electrical repair, maintenance, carpentry, and grounds maintenance techniques.
5. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
6. Demonstrates a sincere desire to aid all students.
7. Good moral character and good attendance record.
8. A minimum of one (1) year supervisory experience.
 - a. This could be waived if no staff member meets this qualification, provided the applicant has four (4) years of custodial experience.

ESSENTIAL FUNCTIONS:

1. Maintains respect at all times for confidential information.
2. Maintains and regulates equipment and materials for custodial equipment.
3. Does minor landscaping work.
4. Maintains clean and safe areas restricted from members of the public or staff (i.e., mechanical rooms, etc.).
5. Removes snow, ice, and debris from sidewalks, steps, and entranceways.
6. Spread ice-melting products as required.
7. Raises and lowers the flag when scheduled and stores properly.
8. Does required tasks including but not limited to sweeping, mopping floors, waxing, emptying and cleaning waste receptacles, maintaining classroom clock operation, trash and pencil sharpeners, gum removal, removing cobwebs, cleaning windows and walls, cleaning chalkboards, cleaning furniture and lights, dusting and polishing furniture and woodwork as necessary.
9. Keeps all areas of restrooms clean and sanitized.
10. Replenishes supplies in restrooms daily.

11. Submit orders for cleaning supplies.
12. Keeps drinking fountains clean.
13. Opens and checks the building each day.
14. Assists in securing the building at the close of school or shift time.
15. Sands floors, desks, etc., and seals as required.
16. Sweeps, scrubs, paints, and wax floors.
17. Removal and cleanup of blood and bodily fluids according to accepted procedures.
18. Keeps custodial closets clean and orderly.
19. Keep stocks of supplies on hand.
20. Assists lunchroom staff and removes garbage and trash from the lunchroom.
21. Assists in setting up building rentals, athletic events, special events, etc.
22. Helps unload trucks.
23. Transports materials, furniture, and equipment within the school system
24. Upon completion of rental, assist in clean-up.
25. Assists in moving and arranging furniture and equipment.
26. Removes broken glass, debris, or any equipment considered dangerous to occupants.
27. Makes minor repairs to buildings, furniture, equipment, etc.
28. Does minor painting - interior and exterior.
29. Resets fire alarms when necessary.
30. Resets and changes time on all clocks when needed.
31. Changes locker combinations when requested.
32. Replaces new locks on lockers and repairs lockers.
33. Use of insect repellents as needed.
34. Notifies the Director of Operations when an infestation is noticed.
35. Cooperates with staff.
36. Responds to calls related to building security or other emergencies whenever possible, and if unable to do so, relay calls to the principal, Director of Operations, or other appropriate person.
37. Works in cooperation with maintenance personnel.
38. Demonstrates the ability to organize tasks to completion.
39. Identifies, analyzes, and solves problems.
40. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
41. Is open to change and willing to be involved in the change process.
42. Prepares detailed work schedules for the building custodial staff and keeps such schedules current, summer custodial and maintenance included.
43. Keeps second-shift custodial personnel informed.
44. Submits supply requests to the maintenance team.
45. Planned rentals and set up furniture and equipment during shift time.
46. Has the authority to change custodial schedules to meet existing conditions and make overtime requests to their supervisor.
47. Responsible for heating, ventilating, and general upkeep of the building and grounds.
48. Attends scheduled meetings of the department or school system.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: MIDDLE SCHOOL SECRETARY

GENERAL DESCRIPTION:

Serves as secretary for the Principal. General office procedures, typing, receptionist, telephone, filing, bookkeeping, ordering supplies, etc. Works cooperatively with administrators, staff, students, parents, and community members; always courteous, polite, and considerate. Presents a favorable image for the school system.

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: Middle School Principal
Or designee

LAST REVISED: January 2024

QUALIFICATIONS:

1. High School Diploma.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. High proficiency with office procedures, typing, computer programs, machines, and oral and written communication.
5. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
6. Demonstrates a sincere desire to aid all students.
7. Good moral character and attendance record.
8. Previous successful secretary or receptionist responsibilities preferred.

ESSENTIAL FUNCTIONS:

1. Maintains respect at all times for confidential information.
2. Performs receptionist duties while maintaining a pleasant attitude; receives telephone calls, responds appropriately and correctly, and properly disposes of such.
3. Receives various questions and requests and sees that such matters are disposed of promptly, correctly, and tactfully.
4. Effectively operates various office machines.
5. Provides schedules, newsletters, and grade cards; responsible for transcribing and typing correspondence, reports, charts, and student records as directed.
6. Conducts important contacts with the public/community and others requiring tact and diplomacy.
7. Sorts and distributes incoming and/or daily mail.
8. Performs required copy machine work.
9. Maintains adequate and accurate inventories of items owned by the Board of Education for the Middle School building.

10. Checks in supplies and equipment received from vendors.
11. Sort and distribute inter-school and U.S. mail daily.
12. Operate and provide preventative maintenance for various office machines.
13. Develop a working knowledge of the Central Office mainframe and smaller computers.
14. Manage the outer office.
15. Arrange/record appointments for the principal and other staff if necessary.
16. Prepares and maintains an adequate filing system.
17. Serves as clerk-custodian of monies received and expended, makes deposits, checks bank statements, and sends monthly reports to the central office.
18. Maintains office records and reports which complement the current bookkeeping procedure.
19. Prepares various reports as requested by the principal.
20. Prepares requisitions and dispositions of the same.
21. Assists staff in compiling budget study information and requisitioning supplies and equipment.
22. Helps process purchase requisitions and maintains internal records to provide progress on completion of orders and budgeting.
23. Obtain and dispense student transcripts, as directed.
24. Check students signing in/out, sign notes, write tardy slips, record names daily, write absence slips, supervise and assist with daily absence list, when needed.
25. Receives homework assignments requested by parents for students who are not present.
26. Supervise sign-in and sign-out of students during the school day, as needed.
27. Issue admission slips and approve sign-outs of ill students by calling parents, as needed.
28. Help supervise ill students when a nurse is not available.
29. Update EMIS report cards every nine weeks.
30. Distribute prescriptions and medication to students as approved by the school nurse.
31. Student records: maintain current student files, includes transfers and withdrawal students; enter student data related to EMIS; generate student reports.
32. Maintain a log of student absences and parental contact as needed.
33. Assist with attendance records as needed.
34. Maintains an accurate pupil attendance report as needed.
35. Assist in dispensing supplies to staff.
36. Have substitute teachers' sheets ready for signature.
37. Shall be responsible for securing teachers to cover classrooms when substitute teachers cannot be obtained, securing long-term substitute teachers, and providing input on permanent substitute teachers.
38. Assist in directing substitutes to their rooms.
39. Demonstrates the ability to organize tasks to completion.
40. Identifies, analyzes, and solves problems.
41. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
42. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: OFFICE EDUCATIONAL ASSISTANT

GENERAL DESCRIPTION:

Present a favorable image for the school system. Greet callers, place calls for staff, and deliver messages. To ensure the office's accurate, smooth, and efficient operation. Work cooperatively with students, teachers, parents, and administrators. Serves to support the school's main office and performs general office procedures, receptionist duties, office duties, correspondence, attendance functions, and reports pertinent to the school administrators.

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: Assigned building principal
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. High School graduate or equivalent.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Currently hold an Ohio Department of Education and Workforce (DEW) Educational Aide Permit or successfully obtain the required permit upon hire.
5. High proficiency in office procedures, typing, computer programs, machines, and oral and written communication.
6. Demonstrates a sincere desire to aid all students.
7. High moral character and good attendance record.
8. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.

ESSENTIAL FUNCTIONS:

1. Maintains respect at all times for confidential information.
2. Complete Crisis Prevention Intervention (CPI) training within 60 days of hire.
3. Maintain a current CPI training status.
4. Assistants in the organization and supervision of lunchroom procedures.
5. Performs receptionist duties while maintaining a pleasant attitude; receives telephone calls, responds appropriately and correctly, and properly disposes of such.
6. Answers parent telephone calls about absences of students.
7. Collates and reports school-wide attendance functions.
8. Provides building-wide student supervision assignments as directed by the building administration.
9. Responsible for contacting parent(s)/guardian's home regarding absences to check for illness or suspected truancy (if not previously notified by parent(s)/guardian).
10. Supervises sign-in and sign-out of students during the school day.

11. Issues admission slips and approves sign-outs of ill students by calling parents.
12. Helps supervise ill students when a nurse is not available.
13. Administers medication by following school policies when needed.
14. Responsible for issuing tardy slips.
15. Responsible for signing student admittance slips (returning to building).
16. Conducts important contacts with the public/community and others requiring tact and diplomacy.
17. Maintains pupil data entry information in EMIS reports as necessary.
18. Responsible for compiling and maintaining total student enrollment permanent record book for absences and tardies.
19. Responsible for transferring daily absences and tardies from lists to permanent records.
20. Responsible for adding all absences, tardies, and transfers to scan sheets for grade cards at the end of each quarter.
21. Responsible for compiling figures for necessary reports.
22. Maintains an up-to-date listing of new and daily student entries, transfers, and withdrawals.
23. Process working permits for students when applicable; follow procedures per Board policy.
24. Responsible for assistance to substitutes as needed.
25. Supervising student assistants (when applicable), phone answering, and office assignments.
26. Assist with school photographs/prepare student lists for photographers/deliver photos to students/place photographs on proper records.
27. Demonstrates the ability to organize tasks to completion.
28. Identifies, analyzes, and solves problems.
29. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
30. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: OPERATIONS SECRETARY

GENERAL DESCRIPTION:

Serves as secretary to the Supervisor of Transportation and Director of Operations. Performs general office and receptionist duties, correspondence reports pertinent to both offices, as well as duties and responsibilities outside the office as required by the tasks of that office. Performs duties to ensure the office's accurate, smooth, and efficient operation (Serves as a bus aide as needed - As a driver of routes and FTs as needed).

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: Supervisor of Transportation, Chief of Operations
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. High School Diploma.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Hold a current Commercial Driver License (CDL) Class A, B, or C with endorsements P (Passenger Vehicle) and S (School Bus), preferred, or the ability to attain such licensing within six months from the hire date.
5. Agreement to maintain annual licensing (CDL) update fulfilling the requirements set forth by ODT.
6. High proficiency with office procedures, typing, computer programs, machines, and oral and written communication.
7. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
8. Demonstrates a sincere desire to aid all students.
9. Good moral character and attendance record.
10. Previous successful secretary or receptionist responsibilities.

ESSENTIAL FUNCTIONS:

1. Maintains respect at all times for confidential information.
2. Performs receptionist duties and maintains a pleasant attitude; receives telephone calls, responds appropriately and correctly, and properly disposes of such.
3. Communicates and answers concerns from parents/guardians.
4. Answers questions regarding bus transportation.
5. Answers all incoming calls.
6. Calculating field trip pay forms.
7. Utilizes district transportation software.
8. Obtaining information for end-of-the-year reports.
9. Filling out all bus trip tickets for all athletic trips.

10. Recording and confirming all district field trips.
11. Field trip rotation for contracted drivers.
12. Field trip rotation for substitute drivers.
13. Running reports for entered/withdrawn students.
14. Address reports.
15. Obtaining student information from Final Forms for updating.
16. Entering new student information for bus assigning.
17. Manage withdrawn students.
18. Reports for bus drivers regarding route changes/updates.
19. Drive field trips on an "as needed" basis.
20. Attend all in-services about continuing education for CDL license.
21. Drive regular routes on an "emergency basis" only.
22. Serves as the designee for the Supervisor of Transportation in their absence.
23. Greets and advises substitute drivers for transportation as to their assigned duties
24. Demonstrates the ability to organize tasks to completion.
25. Identifies, analyzes, and solves problems.
26. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
27. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.
4. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: STUDENT BEHAVIOR EDUCATIONAL ASSISTANT

GENERAL DESCRIPTION:

The Student Behavior Assistant works as part of a building-level team with administrators, teachers, counselors, social workers, and other appropriate personnel to establish positive student contacts that develop appropriate behavior modifications that enable students to succeed. They will assist instructional personnel by participating as a team member in developing and monitoring comprehensive behavioral objectives, goals, and plans, including support plans, Individual Education Plans (IEP), 504 Plans, and/or a Behavior Intervention Plan (BIP), etc.

TERMS OF EMPLOYMENT: Salary/hours established by the board

FLSA STATUS: Non-Exempt

REPORTS TO: Assigned Building Principal, Supervisor of Behavior Support
Or designee

LAST ADOPTED: March 2024

QUALIFICATIONS:

1. High School graduate or equivalent.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Hold an Ohio Department of Education and Workforce (DEW) Educational Aide Permit or obtain the required permit upon hire.
5. Hold or complete within 60 days from the date of hire a Specialized Behavior Technician (SBT) micro-credential from a district-identified provider.
6. High moral character and good attendance record.
7. Have the ability to organize and carry out lunchroom procedures.
8. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.

ESSENTIAL FUNCTIONS:

1. Complete Crisis Prevention Intervention (CPI) training within 60 days of hire.
2. Maintain a current CPI training status.
3. Maintains respect at all times for confidential information.
4. Applies basic practices in behavioral management and assists in teaching problem-solving skills to students.
5. Assists in the learning area in dealing with behavioral problems by applying crisis intervention to students with aggressive behavior and restraining violent students as needed.
6. Collects student data following the Individual Education Plan (IEP) guidelines.
7. Serves as a floater to various learning areas to assist in maintaining appropriate behaviors.
8. Serve as a resource and provide feedback to stakeholders on positive behavior interventions and support.
9. Responds to crisis calls, assesses the situation, and responds accordingly.
10. Assists in setting up and implementing a reward system for targeted students.
11. Assists with monitoring, observing, and charting students' behavior and documented behavioral changes.

12. Reinforces rules of the school and learning environment; acknowledges and encourages appropriate behavior and distinguishes inappropriate behavior for the student's understanding.
13. Contributes to, monitors, and follows up with behavior plans.
14. Maintain confidential, accurate, and complete records of student activities and behavior, which may require using a computer terminal.
15. Participate in job-related meetings and trainings as requested.
16. Facilitate the development of peer relationships and support of other students in the classroom.
17. Monitor the individual progress of students and discuss problems and improvements with the teacher, school counselor, or administrator.
18. Attend IEP, Section 504, and other student-related meetings as needed.
19. Facilitate student independence.
20. Works one-on-one with students to affect behavior changes
21. Evaluates student's needs and provides interventions to redirect behavior
22. Implements behavioral programs designed to make positive and appropriate changes
23. Assesses crises and defuses situations using conflict resolution and crisis management techniques
24. Reinforces appropriate behaviors and redirects negative behaviors
25. Provides values clarification, including rules, expectations, and consequences
26. Works with related agencies to develop an effective program of activities for changing the unacceptable behavior of students.
27. Provides information to school personnel concerning the actions of students.
28. Ensures consistency of behavioral standards by coordinating with appropriate student contacts
29. Monitors physical and emotional changes in students and reports to appropriate personnel and agencies
30. Consult with teachers, support staff, and administrators to obtain information and advice on prior behavior problems and provide information as necessary concerning behavioral concerns.
31. Maintains a professional rapport with program/site staff
32. Assists the school team by monitoring student behavior changes, assisting with academics, and supervising various activities during the instructional day to maintain a controlled and safe environment for students and staff.
33. Participate as a member of the school's PBIS team.
34. When needed, communicate with stakeholders regarding student performance and progress.
35. Attends training regarding safety, security, physical restraints, and behavior management procedures as requested
36. Attends and participates in program/site team meetings
37. Demonstrates the ability to organize tasks to completion.
38. Identifies, analyzes, and solves problems.
39. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
40. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

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Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____