

Galion City Schools Job Description

TITLE: ACCOUNTING COORDINATOR

GENERAL DESCRIPTION:

All accounting procedures.

TERMS OF EMPLOYMENT: 260 Days

FLSA STATUS: Exempt

REPORTS TO: Treasurer / Chief Financial Officer
Or designee

LAST REVISED: March 2023

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Satisfactory pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Experience with computerized generated accounting procedures.
5. Skill with general office machines (e.g., 10-key calculator, variety of computers, etc.).
6. Bookkeeping skills/experience.
7. Good attendance and high moral character.
8. Must be accurate, efficient, and capable of handling detailed work assignments.
9. Ability to get along and communicate with staff, administrators, the public, and others.
10. Ohio Treasurer License (when applicable).
11. They shall meet the requirements of law and be governed by state law.
12. Previous experience as a financial controller is preferred.

ESSENTIAL FUNCTIONS:

1. Preparation and computer posting of expenditures and receipts.
2. Prepare and process warrants for payment and transaction detail reconciliation.
3. Prepare all board of education and administration reports as assigned by the treasurer.
4. Responsible for state, federal, and other accounting systems, files, and reports.
5. Responsible for purchase order assignment and proper account coding.
6. Process and certify invoices with purchase orders for payment.
7. Assist treasurer with cash-flow management.
8. Assist treasurer with appropriate budget development and cost projections.
9. Responsible for accounting systems coordination.
10. Administering student activity and athletic program accounts and reports.
11. Responsible for reconciliation of the accounting bank account.
12. Responsible for internal operating reports and controls.
13. Assist the treasurer in preparing district reports to the state auditor, the county auditor, and the state agencies.
14. Maintain all district accounting records organized and efficiently as prescribed by the Auditor, State of Ohio.
15. Executes bulk purchases for central office supplies.
16. Demonstrates the ability to organize tasks to completion.
17. Identifies, analyzes, and solves problems.
18. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
19. Is open to change and willing to be involved in the change process.
20. Enter W-9s for new vendors for the ability to pay, and maintain vendor files for accurate 1099 reporting.
21. Maintain all established district electronic subsystems that interface with state software.
22. Correspondence as needed for completed POs, payments, information to complete payment, etc.
23. Enter requisitions as per the Treasurer.
24. Create the 1099 file and upload it to the IRS.
25. Demonstrates the ability to organize tasks to completion.
26. Identifies, analyzes, and solves problems.
27. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
28. 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: EMIS COORDINATOR & DISTRICT REGISTRAR

GENERAL DESCRIPTION:

To assist in the registration of all new students.

TERMS OF EMPLOYMENT: 214 Days

FLSA STATUS: Exempt

REPORTS TO: Superintendent of Schools
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. High School diploma 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. Good moral character and attendance record.
5. A high degree of proficiency with office procedures, typing, and machines.
6. Possess knowledge and experience in word processing and/or use of computer software programs.
7. Ability to follow directions and exercise good judgment.
8. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
9. Receptionist responsibilities.
10. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

ESSENTIAL FUNCTIONS:

1. Maintains confidentiality of communications, conversations, documents, personnel- and FERPA-related matters.
2. Registers all new students to the district, obtains required information and enters registration data into EMIS.
3. Assist with kindergarten registration and prepare files for new students.
4. Assist with maintaining office records and reports on appropriate data processing software.
5. Maintains files including but not limited to pupil attendance on EMIS (students educated elsewhere), current students, and withdrawn students.
6. Assists with answering the telephone, expediting questions courteously, tactfully, promptly, and correctly greeting visitors.
7. Effectively operates and maintains various office machines.
8. Performs general secretarial duties of the office, which include:
 - a. Greeting visitors coming into the office.
 - b. Preparing, typing, copying, and filing correspondence.
 - c. Receiving and making telephone calls.
 - d. Accepting and delivering messages.
 - e. Assisting with the distribution and processing of incoming/outgoing mail.
9. Enter and validate enrollment data into the student information system.
10. Registers students and processing of files as needed.
11. Registers new students, obtaining necessary information, and processes of files, which includes:
 - a. Obtaining educational and special education records from the previous school.
 - b. Mailing and tracking requests for records.
 - c. Sending documentation to the appropriate building and notifying the secretary of new students.
 - d. Contacts Transportation Supervisor for bus assignment.
12. Train new registration staff and assist in difficult custody and residency issues.
13. Performs data processing data duties, such as entering and making changes to student records as necessary and processing ongoing information for state and federal reports.
14. Generate necessary local and district-wide reports, labels, and databases from SIS/EMIS as requested by district staff.
15. Enter and maintain student data to ensure the assigning of SSID numbers.
16. Provide basic support for the annual collection of required student and parent information.
17. Enter and maintain all coding of student data in SIS (i.e., court placement, tuition, residential placement, etc.)
18. Perform all tasks necessary to ensure proper reporting of district data to ODE during the required reporting periods. Including:
 - a. Provide current documentation to secretarial staff before each reporting period.
 - b. Provide reports to secretarial staff to assist in the verification of data.
 - c. Provide training to secretarial staff.
 - d. Processing ODE and A-site reports for errors and correcting data in SIS and EMIS.
19. Enter district calendar into SIS for state reporting.
20. Investigate ODDEX and CCP errors and take appropriate corrective steps.
21. Assist the Treasurer/CFO in the Excess Cost/Threshold Costs process.
22. Demonstrates the ability to organize tasks to completion.
23. Identifies, analyzes, and solves problems.
24. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
25. 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: EXECUTIVE ASSISTANT TO THE CHIEF OF STUDENT SERVICES

GENERAL DESCRIPTION:

To assist and relieve the Director of Special Services of paperwork and impediments so that he/she may devote maximum attention to the central problems of Special Services.

TERMS OF EMPLOYMENT: 260 Days

FLSA STATUS: Exempt

REPORTS TO: Chief of Student Services
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. High School diploma 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. High moral character and good attendance record.
5. A high degree of proficiency with office procedures, typing, and machines.
6. Possess knowledge and experience in word processing and/or use of computer software programs.
7. Ability to follow directions and exercise good judgment.
8. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
9. Receptionist responsibilities.
10. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

ESSENTIAL FUNCTIONS:

1. Maintains confidentiality of communications, conversations, documents, personnel- and FERPA-related matters.
2. Notify the Post Office for all winter, spring, and summer breaks and appropriate delivery needed.
3. Maintains postage machines and supplies needed for BOE mailing machines.
4. Answer phones and provide door access to the central office.
5. Helps conduct important professional conduct with the public and others requiring tact and diplomacy.
6. Effectively operates various office machines.
7. Gather information for Federal and State reports, grants, and applications for disability programs.
8. Maintains all confidential files, including Special Education, 504, Medicare, safety plans, Title IX, etc.
9. Performs all necessary secretarial services for Preschool with Disabilities classes.
10. Assists with maintaining inventories and ordering student services and nursing supplies and equipment.
11. Performs general secretarial duties of the office, which include:
 - a. Greeting visitors coming into the office.
 - b. Preparing, typing, and filing correspondence.
 - c. Receiving and making telephone calls and scheduling necessary meetings for the Chief of Student Services and school psychologist.
 - d. Accepting and delivering messages.
 - e. Assisting with the distribution and processing of incoming/outgoing mail.
12. Performs any needed secretarial services for identified preschool students.
13. Assists in maintaining an inventory of evaluation supplies for Special Services personnel and order forms.
14. Operates and helps maintain office equipment.
15. Maintains up-to-date appointment calendars for the Chief of Student Services and school psychologist.
16. Coordinates the purchasing of quality office materials, supplies, and equipment.
17. Process records requests for students affiliated with the student services department, including but not limited to social security and Opportunity for Ohioans with Disabilities (OOD).
18. Enter special education EMIS information for compliance monitoring funding.
19. Assist the Treasurer/CFO in the Excess Cost/Threshold Costs process.
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:

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: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

GENERAL DESCRIPTION:

Maintains all correspondence, filing, word-processing, and purchasing. Serving as secretary when directed, supporting the superintendent and other Cabinet-level administrators, and serving as information center representative for staff, community members, vendors, and building secretaries.

TERMS OF EMPLOYMENT: 260 Days

FLSA STATUS: Exempt and Confidential

REPORTS TO: Superintendent of Schools
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

- 1. High school diploma 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. Good attendance and high moral character.
- 5. Knowledge of office skills (i.e., typing, filing, Google, Excel, bookkeeping, and/or dictation/transcription optional, word processing, spreadsheets).
- 6. Must be accurate, efficient, and capable of handling detailed work assignments.
- 7. Ability to get along and communicate with staff, administrators, the public, and others.

ESSENTIAL FUNCTIONS:

1. Maintains confidentiality of communications, conversations, documents, personnel- and FERPA-related matters.
2. Completes computerized correspondence, letters, reports, meeting notes, summaries, etc
3. Prepares Board Agenda with all items needed, including all follow-up documents, contracts for signature, etc., and manages the process to file the items with the proper people following the meeting
4. Prepares notification to board members and newspapers regarding special board of education meetings.
5. Enters and tracks purchase requisitions for the superintendent, assistant superintendent, and director of curriculum and instruction or as directed.
6. Assists with answering the telephone, processing incoming mail, sorting, opening as directed, and distribution to staff; processes outgoing mail, including district mail service to buildings and via courier.
7. Completes word processing, spreadsheets, and typing/secretarial duties for central office administrators (i.e., presentations, reports, record-keeping forms, correspondence, etc.).
8. Purchases office supplies as needed.
9. Maintains records for all business/service agreement contracts.
10. Enters and maintains personnel information for a staff directory and produces draft directories for editing and copying.
11. Prepares and tracks all Expulsion letters and hearings.
12. Prepares and tracks all Suspension Appeal letters and hearings.
13. Provides business cards for all appropriate personnel as needed, along with wall signage as needed.
14. Civil Rights Report – compile and process for submission.
15. Update board of education policies.
16. Track and maintain background checks, state licensure requirements, etc.
17. Keep the teacher seniority list updated.
18. Issue limited contracts to appropriate staff.
19. Collaborate with other central office staff to onboard new employees.
20. Maintain the personnel files of all staff.
21. Track and update education credits accrued by district staff.
22. Process, track, code, and maintain foster and court-placed student enrollment and records.
23. Access and maintain ODDEX database.
24. Provide support for and collaborate with the registrar.
25. Compile and maintain a database to execute all SF-14's, SF-OE's, tuition agreements, and billings. Verify all incoming invoices related to resident students in or out-of-district.
26. Responsible for the coordination and execution of the open enrollment process. Including:
 - a. Update and maintain forms.
 - b. Maintain year-round database.
 - c. Mail out applications and date-stamp applications received.
 - d. Process administrator's decisions and send our approval/denial letters to applicants.
 - e. Enter and maintain all open enrollment data in SIS.
27. Create, distribute, and process administrative contracts.
28. Demonstrates the ability to organize tasks to completion.
29. Identifies, analyzes, and solves problems.
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.
32. Maintain Homeschool files and send acknowledgement letters.
33. Create and post job postings for vacant jobs.

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: Family Engagement Coordinator

GENERAL DESCRIPTION:

The Family Engagement Coordinator plans, organizes, controls, and coordinates district-wide family engagement activities. They assist with coordinating policies and procedures designed to promote and maintain effective relationships and understanding between the school district, parents, and community. The Coordinator builds families' capacity to improve their students' attendance and cultivates the conditions for collaboration and participation for improved learner progress.

TERMS OF EMPLOYMENT: 260 Days

FLSA STATUS: Exempt

REPORTS TO: Chief Information Officer (CIO)
Or designee

LAST ADOPTED: March 2024

QUALIFICATIONS:

1. State of Ohio Teaching License preferred or alternatives the Board finds appropriate and acceptable.
2. Bachelor's degree from an accredited college or university; Master's degree preferred.
3. Satisfactorily pass a BCI background check.
4. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
5. Shall meet requirements of law and be governed by State law.

ESSENTIAL FUNCTIONS:

Family Engagement

1. In partnership with school administrators, develop a vision and plan to coordinate major parenting events, district-wide initiatives involving parents, and district-wide parent engagement activities.
2. Coordinating policies and procedures to promote and maintain effective relationships and understanding between the school district, parents, and community.
3. Work collaboratively with the CIO to design and utilize media to introduce parents to the school district and enhance school/community relations.
4. Implement and monitor various family engagement programs and strategies across PreK-12 schools.
5. Plan and develop programs to assist appropriate school personnel in tightening the link between home and school and deliver parent education courses when needed.
6. Provide technical support to school sites in creating a welcoming school environment component, such as providing school tours and orientation sessions for new families and developing an outreach strategy to inform families, businesses, and the community about school and family involvement opportunities, etc.
7. Provide required parental support and engagement activities as specified for family engagement.
8. Support existing family resources at every school to connect families and help them support their child's learning, build families' strengths and capacities, serve as a hub for the community, and offer help without stigma by mobilizing the public and providing community resources to help children and families in need.
9. Plan and coordinate training for parents on accessing site, district, and community information.
10. Assist with implementing strategic approaches to parent engagement as outlined in the district policy, vision, mission, guiding principles, and district priorities.
11. Attend district, community, and other partner meetings to promote parents' effective involvement.
12. Seeks and obtains grants, cultivates partnership opportunities, and manages budgets applicable to parent and community engagement programs.
13. Monitors learner/family progress and makes referrals to other staff members or community agencies as needed.
14. Coordinates support services as Homeless Liaison for eligible students under the McKinney-Vento Act.
15. Coordinates services for designated ELL students in the district.

Truancy

16. Gathers and reviews attendance data to identify chronically absent students.
17. Collaborates with school staff to develop interventions for learners with attendance concerns and develops individualized service plans to improve attendance.
18. Develops and recommends comprehensive programs for family engagement and support that achieve improved student attendance outcomes.
19. Compiles and evaluates data, prepares analysis, reports, and recommends school attendance.
20. Communicate with school administration on attendance issues in their schools and take the appropriate action(s).
21. Assesses learners with attendance problems and makes home visits to support attendance efforts.
22. Serves as a liaison between the school and social service or legal agencies regarding learner absences.
23. Initiates legal proceedings to enforce compulsory attendance laws; prepares Attendance Intervention Plans.
24. Provides families with information about their child's needs and acts as a resource to parents/guardians by providing family support activities and communicating the importance of school attendance.
25. Assists with implementing absence prevention programs and recommends strategies to support and improve regular school attendance (i.e., incentives, peer groups, recognitions).
26. Demonstrates the ability to organize tasks to completion.
27. Identifies, analyzes, and tactfully solves problems.
28. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
29. 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: PAYROLL COORDINATOR

GENERAL DESCRIPTION:

Shall be responsible for processing regular and special district payroll operations.

TERMS OF EMPLOYMENT: 260 Days

FLSA STATUS: Exempt

REPORTS TO: Treasurer / CFO
Or designee

LAST ADOPTED: March 2024

QUALIFICATIONS:

1. High school diploma 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. Experience with computerized generated accounting procedures.
5. Skills in general office machines (e.g., 10-key calculator, variety of computers, etc.).
6. Bookkeeping skills/experience.
7. Good attendance and high moral character.
8. Must be accurate, efficient, and capable of handling detailed work assignments.
9. Ability to get along and communicate with staff, administrators, the public, and others.

ESSENTIAL FUNCTIONS:

1. Maintains confidentiality of communications, conversations, documents, personnel- and FERPA-related matters.
2. Responsible for payroll systems coordination between state software and regulatory, human resource-related, and other established electronic subsystems.
3. Process regular and special payroll runs.
4. Process completed checks for distribution.
5. Reconciles payroll bank statement.
6. Responsible for proper coding, account distribution, and trial balance.
7. Maintain payroll/personnel files.
8. Process all contract changes and adjustments as approved by the Board of Education.
9. Responsible for the revolving fund account for payroll agency checks, annuity companies, health insurance, FMLA, retirement, union dues, local dues, court-ordered garnishments, and local, state, and federal taxes.
10. Responsible for new and terminated employee forms and monthly reports for the School Employees Retirement System (SERS) and the State Teachers Retirement System (STRS).
11. Responsible for personnel-related reports.
12. Responsible for internal operating reports and controls.
13. Responsible for implementing the insurance (health, dental, life) for new, terminated, and current employees.
14. Responsible for COBRA notification as required.
15. Assist the treasurer in preparing district reports to the state auditor, the county auditor, and the Ohio Department of Education.
16. Responsible for calculating and maintaining records for the attendance incentive.
17. Verify employments.
18. Assist with GAAP conversion.
19. Meet with new hires and existing personnel regarding district-offered benefits.
20. Issue supplemental contracts upon board approval.
21. Issue salary notices according to ORC.
22. Demonstrates the ability to organize tasks to completion.
23. Identifies, analyzes, and solves problems.
24. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
25. 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: SCHOOL PSYCHOLOGIST

GENERAL DESCRIPTION:

Facilitates the adjustment of children through the use of psychological techniques. Effort is made to contribute to understanding learning difficulties and social and emotional problems and to aid in utilizing available school and community resources as far as possible to meet each child's needs.

TERMS OF EMPLOYMENT: 217 days

FLSA STATUS: Exempt

REPORTS TO: Chief of Student Services
Or designee

LAST REVISED: January 2024

QUALIFICATIONS:

1. Satisfactorily pass a BCI background check.
2. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
3. Appropriate State of Ohio School Psychologist licensure.
4. Demonstrates a sincere desire to aid all students.
5. Good moral character and attendance record.

ESSENTIAL FUNCTIONS:

1. Provides intensive psycho-educational evaluations of individual children identified as or thought to have a disability.
2. Contribute to the written report of the evaluation team and delineate the results of the psycho-educational evaluation for consideration in the development of the IEP for each student with a disability.
3. Contributes to the multi-factored evaluation, utilizing diagnostic instruments and techniques appropriate for disability or suspected disability as chairman of the multi-disciplinary team.
4. Consults with teachers, parents, and other educational personnel on matters relating to the education and/or mental health of students with disabilities to ensure the provision of the most appropriate educational services.
5. Counsels individually and in groups with students with disabilities and/or their parents as needed.
6. Serves as a resource for teachers and other school personnel concerning student learning issues.
7. Maintains case records on all referred students.
8. Confers with teachers and parents whenever necessary.
9. Interprets the school's psychological services to teachers and parents.
10. Assist in the referral process.
11. Assist with professional development training of school personnel.
12. Participates in professional development programs and activities.
13. Keep abreast of new developments in the field.
14. Completes evaluations of students with disabilities, including observation and further testing as needed.

15. Attends scheduled staff, committee, and professional meetings.
16. Assists in the training of intern school psychologists.
17. Coordinate preschool screening, assessments, and early intervention transitions between Part C and preschool.
18. Consults with other school personnel (speech therapists, nurses, guidance counselors, principals) and outside agencies.
19. Maintains records as required by district policy
20. Evaluates the intellectual, social, academic, and adaptive behavior of children referred by school officials, parents, and community agencies.
21. Maintains an adequate system of records and communication conducive to the functioning of a school psychologist, including the writing of clear and concise reports.
22. Provides counseling service for individual or small groups with students, teachers, and/or parents as needed.
23. Recommends appropriate classroom management strategies for behavior management.
24. Serves as a resource for the school staff, parents, and the community in developing a better understanding and application of the principles of child development, learning, mental health, and individual differences.
25. Participates in the development and implementation of new educational programs.
26. Demonstrates the ability to organize tasks to completion.
27. Identify, analyze, and solve problems.
28. Seek to improve personal and organizational performance by measuring and monitoring outcomes.
29. 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: _____

