

Delaware Valley School District



Special Area Professional Staff School Security

Job Descriptions

POSITION: **DEPARTMENT CHAIRPERSON**

REPORTS TO: Building Principal

Qualifications:

1. Must possess a valid Pennsylvania Teaching Certificate.
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside school facilities.
3. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
4. Is able to withstand emotional stress.
5. Can tolerate many types of situations and personalities.
6. Maintain professional attitude.
7. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

Essential Functions:

The Department Chairperson shall:

1. Communicate effectively in English both orally and in writing on a college level.
2. Read and comprehend written material on a college level.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Adequately supervise students in all settings.
5. Dress appropriately.
6. Ensure a safe and stable environment for students.
7. Be available for in-service programs that will enhance teaching and interpersonal skills.
8. Be computer literate.
9. Be able to lift a child (elementary).
10. Demonstrate understanding and interpretation of test findings and classroom dynamics.
11. Demonstrate appropriate language usage.
12. Recommend educational strategies and curriculum adaptations.
13. Maintain professional attitudes.
14. Demonstrate an ability to cooperate toward district goals.
15. The incumbent in this non-supervisory position may not make judgmental decisions affecting other certificated, professional staff.

Duties:

The Department Chairperson will:

1. Be responsible for sharing department suggestions on strengths and weaknesses which exist in a particular program area. The above suggestions will be shared with appropriate principals, the Assistant to the Superintendent for Academic Leadership and Culture, and Superintendent.
2. Initiate department budget requests. Such budget requests should include types of material such as textbooks, equipment, software, etc., and facilities required for instruction.
3. Be responsible for keeping up to date on current developments in their curriculum area. He/she will be responsible for informing the Superintendent or the Assistant to the Superintendent for Academic Leadership and Culture, and the building principals on curriculum developments as they arise. In addition, any pertinent information the Department Chairperson feels is essential will be distributed to various staff members within their department.
4. Communicate to the building principal the staff requests for school visits. This request will include an outline of the specific purposes and objectives for the visitation. Following the visitation, a visitation report in writing will be completed by the staff members and submitted to the Department Chairperson. The Department Chairperson will then be responsible for distributing the report to the principal and the Superintendent as well as to other departmental members as he/she may see fit.
5. Be available to participate in the interviewing process for prospective departmental members at the request of the building principal.
6. Be responsible for convening departmental meetings as the need arises. Meetings will be carried out in a manner defined by the administration. The Department Chairperson will be responsible for keeping the principal and the Superintendent or the Assistant to the Superintendent for Academic Leadership and Culture informed of these meetings.
7. Where applicable, be responsible for contacting necessary personnel for the repair of equipment within his/her department. The Department Chairperson should also make sure that he/she follows up on this request of repair to see that it is completed.
8. Be responsible for discussing with his/her department the effective utilization of personnel and sharing these departmental ideas and/or suggestions with the appropriate building principal.
9. Upon request of a teacher, work with staff members on the implementation of new programs and will also be available to aid in the implementation of the curriculum. The Department Chairperson will offer assistance to new staff members with regard to curriculum but will not evaluate.

10. Make himself/herself available to the principal and the Superintendent or Assistant to the Superintendent for Academic Leadership and Culture for the purpose of aiding in the planning of appropriate in-service programs.
11. Meet as necessary with the Director of Curriculum or designee for the purpose of coordinating information related to curriculum and the sharing of any other concerns that are appropriate.

Time Required for Performance of Duties

1. One period per day for departmental business.
2. One period per day for individual team planning.
3. Requests for days for departmental business must be submitted to the Superintendent for his/her approval.

Evaluation:

Performance of the position of Department Chairperson will be evaluated by the building principal.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **HIGH SCHOOL COUNSELOR**

REPORTS TO: Building Principal or his/her designee

Qualifications:

1. Must possess a valid Pennsylvania School Counseling certificate in the area of assignment.
2. Masters degree in secondary school counseling.
3. Have the ability to perform essential functions.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community service agencies.

Essential Functions:

The high school counselor shall:

1. Communicate effectively in English both orally and in writing on a college level.
2. Read and comprehend written material on a college level.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Be able to adequately supervise students in all settings.
5. Dress appropriately.
6. Ensure a safe and stable environment for students.
7. Be available for in-service programs that will enhance teaching and interpersonal skills.
8. Be computer literate.
9. Demonstrate understanding and interpretation of test findings and classroom dynamics.
10. Demonstrate appropriate language usage.
11. Recommend educational strategies and curriculum adaptations.
12. Maintain professional attitudes.
13. Demonstrate an ability to cooperate toward district goals.
14. Be emotionally stable and maintain a clear perspective of children's problems.

15. Be aware of and maintain the rules of confidentiality.
16. Perform all essential functions and duties of a classroom teacher.
17. Organize and supervise the tracking of special needs students.

Duties:

The high school counselor will be responsible for the following:

1. Maintenance of pupil records.
 - a. To ensure that the pupil records policy of the Board is followed.
 - b. To interpret information contained within the records to teachers, parents, students, and other professionals where appropriate.
2. To make available, in an organized fashion, career information for students.
3. To provide individual counseling to all students whether referred by principal, teacher, parent, student, or at the counselor's initiative.
4. To consult with the professional and non-professional staff, both formally and informally to:
 - a. Promote good staff relations.
 - b. Implement programs to improve specific behavior characteristics of individual students in the classroom.
5. In cooperation with the principal, the school counselor will encourage parental involvement in the high school.
6. To act as a liaison with community referral agencies and Intermediate Unit No. 20 as a Delaware Valley High School representative.
 - a. To secure services to meet the individual needs of students.
 - b. To relay feedback from such agencies after a referral is made to the agency.
 - c. To coordinate such services rendered by those agencies with efforts made in-house to alleviate the student's problem.
7. To carry out appropriate guidance-oriented activities deemed necessary by the principals of the Delaware Valley School District.
8. To communicate with the principal on a regular basis concerning activities and services occurring in the guidance office.
9. The high school counselor will be responsible for a smooth transition for students from middle school to the high school.
10. School counselors must run groups when assigned by the principal of designee.
11. School counselors are responsible for making parents aware of all academic programs and offerings in the high school.
12. Coordinate the standardized testing program.
 - a. To supervise administration of the tests in order to maintain uniformity and protect the validity of the test being given.
 - b. To interpret results to parents, the students, and teachers when appropriate.
 - c. Guidance counselors will be assigned specific duties by the principal which may include but are not limited to developing schedules and supervising the administration of the PSAT's, Keystone Exams, SAT's, NOCTI and various career inventories.
13. The School Counselors will act as LEA representatives at IEP/GIEP/MDT meetings as the principal's designee when directed by the principal.

14. The High School Counselors are responsible for scheduling all students in the High School
15. The school counselor will involve the parents of students in scheduling by obtaining a parent signature on the student course selection sheet.
16. The school counselor assigned for grades 11 and 12 will assist those students in post high school education planning and placement.
17. The school counselor assigned to grades 11 & 12 will be responsible for informing students and parents of the latest information on financial aid for post high school education and training.
18. The school counselor assigned to grade 12 will refer appropriate students to the Bureau of Vocational Rehabilitation for post high school education and training.
19. The school counselor shall act as a district liaison for resident students in placement programs outside of the district.

Evaluation:

Observation and evaluation will be done according to the Danielson Rubrics and PDE form 82-3.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **MIDDLE SCHOOL COUNSELOR**

REPORTS TO: Building Principal or his/her designee

Qualifications:

1. Must possess a valid Pennsylvania teaching certificate in the area of assignment.
2. Masters degree in elementary and/or secondary school counseling.
3. Have the ability to perform essential functions.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community service agencies.

Essential Functions:

The middle school counselor shall:

1. Communicate effectively in English both orally and in writing on a college level.
2. Read and comprehend written material on a college level.
3. Set up an example of a stable emotional climate for parents, staff, and students to model.
4. Be able to adequately supervise students in all settings.
5. Dress appropriately.
6. Ensure a safe and stable environment for students.
7. Be available for inservice programs that will enhance teaching and interpersonal skills.
8. Be computer literate.
9. Demonstrate an understanding and interpretation of test findings and classroom dynamics.
10. Demonstrate appropriate language usage.
11. Assist a student in serious emotional upset and coordinate appropriate referrals.
12. Recommend educational strategies and curriculum adaptations.
13. Demonstrate an ability to cooperate toward district goals.

14. Be emotionally stable and maintain a clear perspective of children's problems.
15. Be aware of and maintain the rules of confidentiality.
16. Perform all essential functions and duties of a classroom teacher.
17. Organize and supervise the tracking of special needs students.

Duties:

The middle school counselor will be responsible for the following:

1. Maintenance of pupil records.
 - a. To ensure that the pupil records policy of the board is followed.
 - b. To interpret information contained within the records to teachers, parents, students, and other professional personnel where appropriate.
2. Coordinate the standardized testing program.
 - a. To supervise administration of the tests in order to maintain uniformity and to protect the validity of the test being given.
 - b. To interpret results to parents, the students, and teachers when appropriate.
3. To make available, in an organized fashion, career information for students.
4. To provide individual counseling to all students whether referred by principal, teacher, the student, or at the counselor's initiative.
5. To provide group counseling to allow students with similar difficulties to benefit from each other as well as from the counselor's expertise.
6. To make the transition to middle school and to high school as smooth as possible for the student through orientation programs involving parents, current middle school students, and incoming students.
7. To consult with the professional and non-professional staff, both formally and informally to:
 - a. Promote good staff relations.
 - b. Implement programs to improve specific behavior characteristics of individual students in the classroom.
8. In cooperation with the principal, the school counselor will encourage parental involvement in the middle school.
9. To act as a liaison with community referral agencies and Intermediate Unit 20 as Delaware Valley School District's Middle Schools representatives.
 - a. To secure services to meet the individual needs of students.
 - b. To relay feedback from such agencies after a referral is made to the agency.
 - c. To coordinate such services rendered by those agencies with efforts made in-house to alleviate the student's problem.
10. To carry out appropriate guidance-oriented activities deemed necessary by the principals of the Delaware Valley School District.
11. To communicate with the principal on a regular basis concerning activities and services occurring in the guidance office.
12. The middle school counselor will perform other duties as assigned by the administration.
13. The school counselor will be a member and assist the IEP/ or MDT team in determining student placement.

14. The school counselor will be a member of the SAP team and assist in determining the best approach in meeting the students' needs.
15. The school counselor shall act as a district liaison for resident students in placement programs outside of the district such as BOCES, Arlington Learning Center, Scranton State School for the Deaf, etc.
16. Act as the LEA at IEP or MDT Meetings as the Principal's designee when directed by the Principal.

Evaluation

Observation and evaluation will be done according to the Danielson Rubrics and PDE form 82-3.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **ELEMENTARY SCHOOL COUNSELOR**

REPORTS TO: Building Principal or his/her designee

Qualifications:

1. Must possess a valid Pennsylvania teaching certificate in the area of assignment.
2. Masters degree in elementary and/or secondary school counseling.
3. Have the ability to perform essential functions.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside school facilities
3. Able to climb stairs
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid
5. Is able to withstand emotional stress
6. Can tolerate many types of situations and personalities
7. Maintain professional attitude
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community service agencies

Essential Functions:

The Elementary School Counselor shall:

1. Communicate effectively in English both orally and in writing on a college level.
2. Read and comprehend written material on a college level.
3. Set up an example of a stable emotional climate for parents, staff, and students to model.
4. Be able to adequately supervise students in all settings.
5. Dress appropriately.
6. Ensure a safe and stable environment for students.
7. Be available for in-service programs that will enhance teaching and interpersonal skills.
8. Be computer literate.
9. Demonstrate an understanding and interpretation of test findings and classroom dynamics.
10. Demonstrate appropriate language usage.
11. Assist a student in serious emotional upset and coordinate appropriate referrals.
12. Recommend educational strategies and curriculum adaptations.
13. Demonstrate an ability to cooperate toward district goals.

14. Be emotionally stable and maintain a clear prospective of children's problems.
15. Be aware of and maintain rules of confidentiality.
16. Perform all essential functions and duties of a classroom teacher.
17. Organize and supervise the tracking of special needs students.
18. Organize and supervise the eSAP, IST, MDT, Chapter 15 process.

Duties:

The Elementary School Counselor will be responsible for the following:

1. Maintenance of pupil records.
 - a. To insure that the pupil records policy of the Board is followed.
 - b. To interpret information contained within the records to teachers, parents, students, and other professional personnel where appropriate.
2. Coordinate the standardized testing program.
 - a. To supervise administration of the tests in order to maintain uniformity and to protect the validity of the test being given.
 - b. To interpret results to parents, the students, and teachers when appropriate.
3. To inform students regarding career awareness through group guidance sessions. To coordinate the career education awareness program with teachers, parents, students, and administration along with the librarian to keep up to date the career centers in the libraries.
4. Individual counseling sessions are designed to provide the opportunity for students to work with their feelings, concerns and problems by working with the counselor. If the counselor feels the problem needs further assistance, the counselor will refer the student to the appropriate agencies listed below. Referrals may be initiated by the principal, teacher, students, parents or counselor.
5. Counseling.
 - a. The purpose of Group Guidance is to develop and reinforce attitudes, values, and proper behavior through the use of stories, activities, and with the older students, class discussions.
 - b. Volunteer problem solving groups will be conducted to provide the opportunity for students to discuss problems within small groups.
6. The Elementary School Counselor will aid in the articulation of the programs from the elementary schools into the middle school through fifth grade orientation programs coordinated with the middle school staff.
7. Consultation. The Elementary School Counselor is responsible to consult and/or interact where appropriate with the following groups of people:
 - a. Parents
 - b. Teachers
 - c. Administration
 - d. Act as an elementary school counselor liaison with the following outside agencies:
 1. Intermediate Unit 20
 2. Mental Health/Mental Retardation Office
 3. Children's Bureau
 4. Tri-County Drug and Alcohol Program

8. To carry out appropriate guidance oriented activities deemed necessary by the principals of the Delaware Valley Elementary Schools.
9. To meet with the principal on a bi-weekly basis concerning activities and services occurring in the guidance office.
10. This position is not intended to provide in-depth psychiatric and/or psychological services.
11. The Elementary School Counselor will perform other duties as assigned by the administration.
12. The Elementary School Counselor will be a member and assist the MDT team in determining student placement.
13. The school counselor shall act as a district liaison for resident students in placement programs outside of the district such as partial hospitalization, Scranton State School for the Deaf, etc.
14. The school counselor shall organize and supervise the tutoring program.

Evaluation

Observation and evaluation will be done according to the Danielson Rubrics and PDE form 82-1.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **SCHOOL PSYCHOLOGIST**

REPORTS TO: Director of Mental Health and Student Support Services

Qualifications:

1. The school psychologist must possess a valid Pennsylvania Certificate in the area of school psychologist.
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside school facilities.
3. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
4. Is able to withstand emotional stress.
5. Can tolerate many types of situations and personalities.
6. Maintain professional attitude.
7. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personal and community service agencies.

Essential Functions:

The school psychologist shall:

1. Communicate effectively in English both orally and in writing on a college level.
2. Read and comprehend written material on a college level.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Be able to adequately supervise students in all settings.
5. Dress appropriately.
6. Ensure a safe and stable environment for students.
7. Be available for inservice programs that will enhance teaching and interpersonal skills.
8. Be computer literate.
9. Demonstrate understanding and interpretation of test findings and classroom dynamics.
10. Demonstrate appropriate language usage.
11. Recommend educational strategies and curriculum adaptations.
12. Maintain professional attitudes.
13. Demonstrate an ability to cooperate toward district goals.
14. Conduct the practice of psychology with the ethical guidelines of the American Psychologist Associations.

15. Consult with teachers concerning interpretation of test findings and classroom dynamics.
16. Recommend psycho-educational strategies, curriculum adaptations, and classroom management.

Duties:

The school psychologist shall:

1. Be involved in all multidisciplinary evaluations of thought-to-be exceptional and exceptional students.
2. Render a psycho-educational diagnosis to meet the standards of classification for exceptional children set forth by the Pennsylvania Department of Education.
3. Participate in conferences with parents, counselors, and teachers as needed.
4. Provide consultation and training to parents, teachers, and counselors on issues of child development, social development, and the evaluation process.
5. Organize and present inservice programs when requested by administrative staff, parent groups, or teachers.
6. Attend periodic meetings with district administration and the director of special education to determine building needs relevant to the position of school psychologist.
7. Serve as a resource to the instructional support team and student assistance teams.
8. Attend and report on conferences, seminars, workshops, and other relevant educational experiences.
9. Be responsible for organizing and providing student group counseling services.
10. Be responsible for direct provision of individual counseling services on a short-term basis to students.
11. Commit to and participate in the short- and long-term goals of the Delaware Valley School District relevant to special education.
12. Review Reevaluation Reports written by special education teachers and provide feedback.
13. Attend Psychiatric Evaluations as a representative of the school district.
14. Perform other duties as assigned by the director of special education.

Evaluation:

Performance of the position of school psychologist will be evaluated by the Director of Mental Health and Student Support Services.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **SOCIAL WORKER/MENTAL HEALTH SPECIALIST**

REPORTS TO: Director of Mental Health and Student Support Services

Qualifications:

1. Degree(s) – A minimum of a master’s degree with a major area of study in social work
2. Experience – Group Facilitation
3. Social Worker License
4. All clearances and trainings will be in accordance with state regulations.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community service agencies.
9. Compliance with professional standards and code of ethics of the profession.

Essential Functions:

The Social Worker/Mental Health Specialist shall:

1. Communicate effectively in English both orally and in writing on a college level.
2. Read and comprehend written material on a college level.
3. Set an example of a stable emotional climate for parents, staff and students to model.
4. Dress appropriately.
5. Ensure a safe and stable environment for students.
6. Be computer literate.

Duties

The Social Worker/Mental Health Specialist will

1. Assist in the development, evaluation, and implementation of a district-wide violence prevention program.
2. Establish procedures for the development and assessment of the violence prevention program.
3. Function as the liaison with SAP teams in matters related to mental health issues.
4. Function as liaison with community agencies and probation department in matters related to mental health.

5. Gather data and assess group readiness for each participant.
6. Provide conflict resolution skills and intervention programs such as LIFT (Linking the Interests of Families and Teachers), BABES (Beginning Awareness for Basic Education Studies), and Get Real About Violence.
7. Coordinate inservice training programs for the professional and support personnel as necessary to ensure that the above staff has the proper knowledge to effectively implement school-based violence prevention programs through counseling services.
8. Provide school-based mental health services through counseling services including solution-focused therapy services.
9. Provide mental health services using a systems approach, including therapeutic groups and support groups to assist students at all grade levels.
10. Assist in the development, implementation, and training of peer mediation program.
11. Provide classroom presentations and parenting programs to link the school and community together in an effort to support the emotional intelligence of students.
12. Investigate innovative programs and practices for K-12 students to improve student performance and protect against adolescent risk behavior.

Evaluation

Evaluation and performance of the position Social Worker/Mental Health Specialist will be evaluated by the Director of Mental Health and Student Support Services.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **ATHLETIC TRAINER**

REPORTS TO: Athletic Director

Qualifications:

1. Bachelor's degree.
2. Experience in athletic administration and/or coaching experience.
3. NATABOC license.
4. AED Certification
5. CPR/First Aid Certification
6. Have the ability to perform essential functions.
7. Be an American citizen or qualified alien.
8. All clearances and trainings will be in accordance with state regulations.
9. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel and community agencies.

Essential Functions:

The Athletic Trainer shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material on a college level.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Recommend educational strategies and curriculum adaptations.
7. Demonstrate an ability to cooperate toward district goals.
8. As the incumbent in this non-supervisory position, may not make judgmental decisions affecting other certificated, professional staff.

Duties:

The Athletic Trainer will:

1. Be present at all on campus athletic competitions until concluded. Be present at all Delaware Valley High School and Delaware Valley Middle

School sponsored tournaments and any future tournaments. An exception for a vacation during the holiday season may be arranged with the athletic director and/or principal.

2. Be responsible for coverage of away events as directed by the athletic director, i.e. championship and play-off games. Also, coverage of away varsity football games.
3. Work closely with the school doctor in carrying out all treatments as ordered by the doctor.
4. Be responsible for providing and maintaining, through the athletic director, a first aid equipment budget and inventory for the high school and both middle schools.
5. Supervise the stocking and maintaining of all first aid kits for the athletic teams.
6. Supervise proper fitting of all protective equipment.
7. Work with the high school and middle school nurses during athletic physicals in a capacity mutually agreed upon.
8. Coordinate the program coverage by the doctor and ambulance.
9. Attend meetings of the trainers' association whenever possible, so that you may keep abreast of recent trends in athletic training.
10. Attend at least one clinic at your own expense to expand your expertise in an area of choice.
11. Provide periodic in-service training meetings for our coaching staff.
12. Be responsible to the athletic director insofar as scheduling which event you will cover.
13. Keep accurate reports on athletic injuries which includes completing notification of any injury forms.
14. Work in conjunction with the athletic secretary in filling out accident report forms.

Evaluation

Performance of the position of Athletic Trainer will be evaluated by the Athletic Director.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **LIBRARIAN**

REPORTS TO: Building Principal and/or his/her designee

Qualifications:

1. Must possess a valid Pennsylvania Librarian Certificate.
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

Essential Functions:

The Librarian shall:

1. Communicate effectively in English both orally and in writing on a college level.
2. Read and comprehend written material on a college level.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Recommend educational strategies and curriculum adaptations.
7. Demonstrate an ability to cooperate toward district goals.
8. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
9. Maintain a comprehensive system for distributing library materials.
10. Be a source for materials for teaching.
11. Be a source for materials for students.
12. Lift library materials up to 50 pounds.
13. Lift a child.
14. Have a knowledge of and know how to use each piece of equipment.
15. Perform all essential functions of a classroom teacher.

Duties:

The Librarian shall:

1. Plan media program activities and integrate them with other programs of the school.
 - a. Select instructional materials to support the school curriculum based on readings and requests.
 - b. Give assistance in planning and enriching classroom units of study through print and non-print media.
 - c. Provide materials and information services for students and teachers.
 - d. Operate the media center with procedures that further the goals of the school.
 - e. Report to the administrators, teachers, and students relative to the school media program.
2. Facilitate smooth operation of the library by carrying out routine, but necessary, technical duties.
 - a. Circulate library holdings (books, media, equipment).
 - b. Organize library holdings (cataloging, processing, and classification of print and non-media equipment).
 - c. Maintain a yearly inventory of books, audio-visuals, and equipment.
 - d. Provide records of library holdings (catalog and shelf lists).
 - e. Prepare schedules for library use.
 - f. Prepare budget criteria and yearly budget as required by school administrators.
3. Instruct students in the use of the library facilities and resources.
 - a. Teach classes assigned by the administration in library science or other related subject matter.
 - b. Provide individual instruction when requested by students who use the library for research or completion of other projects.
 - c. Deliver presentations on library related topics to particular classrooms at the request of the classroom teacher.
 - d. Guide users in reading, listening, and viewing.
 - e. Provide instruction, class-wide or individual, in location and use of library materials including card catalog, audiovisual materials and reference works.
4. Develop and maintain a balanced library collection.
 - a. Maintain professional resources for teachers, informing them about new materials and involving them in purchasing decisions.
 - b. Request purchases of new holdings through budgetary process.
 - c. Survey faculty and students to determine particular interests and needs.
5. Promote the library, reading, and learning.
 - a. Display positive ideas on well-developed bulletin boards in the library.
 - b. Use the faculty bulletin and student P.A. system to announce interesting library events.
6. Perform other duties assigned by the principal.

Evaluation:

Performance of the position of school librarian will be evaluated according to the Librarian's Evaluation Plan.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **SCHOOL NURSE**

REPORTS TO: Director of Mental Health and Student Support Services

Qualifications:

1. Licensed Registered Nurse of Pennsylvania.
2. Bachelor's Degree.
3. Certification as an Educational Specialist Level II as a School Nurse by the Department of Education.
4. Have the ability to perform essential functions.
5. Be an American citizen or qualified alien.
6. All clearances and trainings will be in accordance with state regulations.
7. Provide evidence of current certification in CPR and AED Training and successful completion of an epinephrine training course developed by the Department of Health.
8. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

Essential Functions:

The school nurse shall:

1. Communicate effectively in English both orally and in writing on a college level.
2. Read and comprehend written material on a college level.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Recommend educational strategies and curriculum adaptations.
7. Demonstrate an ability to cooperate toward district goals.
8. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
9. Be able to lift a child.
10. Be cognizant of the services offered by community agencies.

11. Possess strong interpersonal skills to deal with parents, faculty, and community agencies.
12. Be a member of the Student Assistant Team and/or Instructional Support Team when appropriate.
13. Direct and oversee the activities of the licensed health room nurses in those buildings served by such a position on an as needed basis.
14. Maintain confidentiality of information regarding students with the exception of situations that may render harm to that student or others.

Duties:

The school nurse will be responsible for the following:

1. Implementing all mandated health assessment and screening programs established by the school laws of Pennsylvania.
2. Implementing all non-mandated programs deemed necessary with principal and school board approval as indicated.
3. Maintaining a confidential health record for each student and having a family emergency card on file for each family in the building.
4. Having or establishing an effective system for emergency care for ill or injured students and staff.
5. Following the policy and procedure for administration of medication as established by the Delaware Valley Board of Directors.
6. Using a system of periodic review and supervision of all pupils' health status and identifying pupils in need of health counseling.
7. Maintaining optimum immunization levels by enforcing health regulations which require children entering school to have specific immunizations.
8. Reviewing immunization levels at periodic intervals after entry. Notifying parents when additional immunizations are needed as recommended by the Pennsylvania Department of Health.
9. Administering immunizations with parental permission as outlined in the Delaware Valley School Board's immunization standing orders.
10. Using information from health assessment techniques to identify health problems and making appropriate referrals with the necessary follow-up.
11. Serving as liaison between home, community health-welfare agencies, and the medical/dental profession.
12. Utilizing community resources in the health services program.
13. Remaining alert to potential child abuse; evaluating and reporting if indicated.
14. Preparing annual health service budget.
15. Submitting state and district reports at designated intervals.
16. Attending staff conferences, Multidisciplinary Team meetings, faculty meetings, workshops and community health meetings as necessary.
17. Membership in professional organizations (local, state, and national) is encouraged.
18. Performs any other school nursing related tasks as directed by the administration.

Evaluation:

The performance of the position of School Nurse will be evaluated according to the Nurse Evaluation Plan.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position and guidelines set forth by the Nurse Practice Act and the School Code of 1949, Article 14, Section 1401, and General Policy 7.2.

POSITION: **SCHOOL POLICE OFFICER**

REPORTS TO: Chief of School Police

Qualifications:

1. Must have demonstrated working knowledge of investigative, interview techniques and supervisory skills.
2. Must have a minimum of five years of full-time experience in law enforcement.
3. Have the ability to perform essential functions with a clear understanding of the Justice System.
4. Be an American citizen or qualified alien.
5. All clearances and trainings will be in accordance with state regulations.
6. Meet all local, state, and federal qualifications.
7. Possess above average written and verbal communication skills.
8. Possess Act 120 clearance.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community service agencies.
9. Must be a certified D.A.R.E. Instructor within one year of employment.
10. CPR, First Aid, AED Certified.
11. Qualify for use of Pepper Spray and Firearms.

Essential Functions:

1. Report promptly for duty at the designated time and place, in proper uniform for assignment.
2. Listen attentively to orders and instructions from supervisors.
3. Communicate effectively in English both verbally and in writing.
4. Be capable of interpreting and presenting disciplinary information in a manner which is understandable to the general population.
5. Read and research current school safety and security trends relevant to the various aspects of the position and disseminate pertinent information to staff.
6. Set an example of a stable emotional climate for parents, staff, and students to model.
7. Evaluate safety and security of buildings and grounds.
8. Prepare a building budget to meet the needs of the building's safety and security measures and D.A.R.E. responsibilities.
9. Ensure a safe and stable environment for students and staff.
10. Lead staff to maximize work efficiency.
11. Be computer literate.

12. Instruct students on Prevention Programs, i.e. Drug Abuse, Safety, Seatbelts, Crisis Situations.
13. Develop and maintain a working knowledge of the relevant federal, state, and local laws, statutes, and ordinances in order to ensure action in accordance with legal requirements.

Duties:

1. Assist Administrators with major disciplinary issues.
2. Walk hallways and attend group events.
3. Assure buildings are secure, i.e. doors, etc.
4. Train administrators and professional staff on Lockdown and Evacuation Procedures, etc.
5. Manage campus parking, i.e. parking stickers, egress, etc.
6. Perform metal detector checks, i.e. buses and individuals.
7. Monitor vulnerable entrances.
8. Provide a law enforcement presence to prevent crimes on school property.
9. Issue citations for violations of the Pennsylvania Crimes Code for summary offenses.
10. Issue citations for violations of the Pennsylvania Truancy Law Title 24.
11. Review video surveillance monitors.
12. Promptly and properly prepare and submit the required reports and documents as a result of any official assignment or investigation.
13. Perform residency checks on students.
14. Develop appropriate relations with the student body.
15. Properly attend and successfully complete assigned training courses.
16. Provide crowd control for after school activities.
17. Assist staff with students that are in crisis.
18. Act as School Crossing Guard as needed when directing traffic on and off school property.
19. Investigate criminal law violations and respond to police related incidents occurring in the school or on school property. Take law enforcement action as necessary and inform the administrator as soon as practical.
20. Serve as an instructor of law enforcement related education when requested. Educate students in the role of police officers, and subjects such as crime prevention, substance abuse, and driver safety.
21. Participate in parent-teacher association meetings, Board meetings, and work sessions when requested.
22. Serve as a source of law enforcement related information to students, parents, and faculty.
23. Develop and maintain a thorough understanding of the Memorandum of Understanding between the school district and the local and or state police agencies.
24. Meet with students and provide law enforcement related counseling, guidance, and referrals to the other agencies as needed.
25. Verify late bus passes.
26. Perform truancy duties as assigned.
27. Curtail juvenile delinquency through close contact with students and school personnel.

28. Maintain healthy working relationships with the local and state police agencies.
29. Complete appropriate reports with the administrator.
30. Coordinates security for crowd and vehicle control at extra-curricular activities.
31. Performs other duties as assigned by the appropriate administrator.

Evaluation:

The Chief of School Police will evaluate performance of the School Police Officer.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position and guidelines set forth by the attending physician(s).