



TABLE OF CONTENTS

UNION PUBLIC SCHOOLS

CERTIFIED JOB DESCRIPTIONS

JOB TITLE	PAGE
• ADMINISTRATIVE INTERN, ELEMENTARY.....	3
• ADMINISTRATIVE INTERN, SECONDARY.....	5
• ADMINISTRATIVE INTERN.....	7
• ASSISTANT DIRECTOR OF ATHLETICS.....	9
• ADMINISTRATIVE INTERN, TEACHER ON SPECIAL ASSGN.....	11
• ASSISTANT PRINCIPAL, ELEMENTARY.....	13
• ASSISTANT PRINCIPAL, HIGH SCHOOL.....	15
• ASSISTANT PRINCIPAL, MIDDLE SCHOOL.....	17
• ASSISTANT SUPERINTENDENT FOR TEACHING AND LEARNING.....	19
• ASSISTANT SUPERINTENDENT FOR SUPPORT SERVICES.....	21
• COMMUNITY SCHOOL COORDINATOR.....	23
• COUNSELOR, ELEMENTARY.....	25
• COUNSELOR, HIGH SCHOOL.....	27
• COUNSELOR, MIDDLE SCHOOL.....	29
• COUNSELOR, NATIVE AMERICAN.....	31
• CURRICULUM SPECIALIST.....	33
• CURRICULUM SPECIALIST, MATH.....	35
• CURRICULUM SPECIALIST, LANGUAGE ARTS.....	38
• CURRICULUM SPECIALIST, PK-5 TH GRADES.....	40
• CURRICULUM SPECIALIST, SCIENCE.....	42
• DIRECTOR OF COMMUNITY EDUCATION.....	45
• DIRECTOR OF PROFESSIONAL DEVELOPMENT.....	47
• DIRECTOR OF SPECIAL SERVICES.....	49
• DIRECTOR OF STUDENT ASSESSMENT.....	52
• 3 YEAR OLD CENTER-BASED CLASSROOM EDUCATOR.....	54
• EARLY HEAD START HOME-BASED PARENT EDUCATOR.....	57
• EXECUTIVE DIRECTOR OF ELEMENTARY EDUCATION.....	59
• EXECUTIVE DIRECTOR OF SECONDARY EDUCATION.....	61
• INSTRUCTIONAL COACH.....	63
• INSTRUCTIONAL TECHNOLOGY RESOURCE SPECIALIST (ITRS).....	65
• MEDIA SPECIALIST.....	68
• PREVENTION INTERVENTION COUNSELOR.....	70
• PRINCIPAL, ELEMENTARY.....	72
• PRINCIPAL – SECONDARY- COMMUNITY EDUCATION.....	74
• PRINCIPAL, ALTERNATIVE CENTER.....	76
• PRINCIPAL, COMMUNITY EDUCATION (ELEMENTARY).....	78
• PRINCIPAL – EVENING/SUMMER ACADEMY PROGRAM.....	80
• PRINCIPAL – HIGH SCHOOL.....	82
• PRINCIPAL – MIDDLE SCHOOL.....	84
• PRINCIPAL – COMMUNITY EDUCATION (SECONDARY).....	86
• PSYCHOLOGIST.....	88
• SCHOOL NURSE.....	90
• SPEECH PATHOLOGIST.....	92



TABLE OF CONTENTS

UNION PUBLIC SCHOOLS

CERTIFIED JOB DESCRIPTIONS

JOB TITLE	PAGE
• SUBSTITUTE TEACHER - CERTIFIED	94
• SUPERINTENDENT	96
• TEACHER – ADULT BASIC INSTRUCTOR - ELL	99
• TEACHER – ADULT BASIC INSTRUCTOR	101
• TEACHER – ADULT BASIC INSTRUCTOR (CONTRACT)	103
• TEACHER – ALTERNATIVE EDUCATION	105
• TEACHER - ART	107
• TEACHER – CAREER EDUCATION	109
• TEACHER – DRIVER’S EDUCATION	111
• TEACHER - ELEMENTARY	113
• TEACHER – ELL LEAD	115
• TEACHER – ENGLISH LANGUAGE LEARNER (ELL)	117
• TEACHER - ENGLISH	119
• TEACHER – FAMILY AND CONSUMER SCIENCE	121
• TEACHER – FOREIGN LANGUAGE	123
• TEACHER – HIGH SCHOOL	125
• TEACHER - HOMEBOUND	127
• TEACHER – INDUSTRIAL EDUCATION	129
• TEACHER - KINDERGARTEN	131
• TEACHER – LANGUAGE ARTS	133
• TEACHER - MATHEMATICS	135
• TEACHER – MIDDLE SCHOOL	137
• TEACHER - MUSIC	139
• TEACHER – NATIVE AMERICAN	141
• TEACHER – OCCUPATIONAL EDUCATION	143
• TEACHER – PHYSICAL EDUCATION	145
• TEACHER – PRE-KINDERGARTEN	147
• TEACHER - SCIENCE	149
• TEACHER – SOCIAL STUDIES	151
• TEACHER – SPECIAL EDUCATION	153
• TEACHER – VOCATIONAL EDUCATION	155
• TESTING AND DATA SPECIALIST	157

Union Public Schools Job Description

Position Title: Administrative Intern, Elementary
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Responsible for providing assistance to the Principal, as an intern, in the administration of the total school program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Serves in administrative lead position in the absence of the principal.
- Administers a program of student discipline and interacts with students to encourage positive performance.
- Assists with staff evaluation.
- Assists in implementing curricular goals of the District.
- Manages building staff, including class schedules and building problems.
- Supervises staff attendance and assignment of substitute teachers.
- Assists scheduling special events during the school day.
- Assists with coordinating the development of the master teaching schedule.
- Provides general supervision to students.
- Supervises extra curricular activities.
- Maintains relationship with parents and community.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Perform other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises employees in the School when the Principal is absent from the building. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's Degree, five years teaching experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate and Valid Administrator Certificate with an elementary school endorsement.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Administrative Intern, Secondary
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Responsible for providing assistance to the Principal, as an intern, in the administration of the total school program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Serves in administrative lead position in the absence of the principal.
- Administers a program of student discipline and interacts with students to encourage positive performance.
- Assists with staff evaluation.
- Assists in implementing curricular goals of the District.
- Manages building staff, including class schedules and building problems.
- Supervises staff attendance and assignment of substitute teachers.
- Assists scheduling special events during the school day.
- Assists with coordinating the development of the master teaching schedule.
- Provides general supervision to students.
- Supervises extra curricular activities.
- Maintains relationship with parents and community.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises employees in the School when the Principal is absent from the building. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's Degree, five years teaching experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate and Valid Administrator Certificate with a secondary school endorsement.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Administrative Intern
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Responsible for providing assistance to the Principal in the administration of the total school program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Serves as administrative head of the school in the absence of the principal.
- Administers a program of student discipline and interacts with students to encourage positive performance.
- Assists with staff evaluation.
- Assists in implementing curricular goals of the District.
- Manages building staff, including class schedules and building problems.
- Supervises staff attendance and assignment of substitute teachers.
- Assists scheduling special events during the school day.
- Assists with coordinating the development of the master teaching schedule.
- Provides general supervision to students.
- Supervises extracurricular activities.
- Maintains relationship with parents and community.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises employees in the School when the Principal is absent from the building. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's Degree, five years teaching experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate and Valid Administrator Certificate with an elementary school endorsement.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to

effectively present information and respond to questions from groups, staff, parents, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Assistant Director of Athletics
Department: Athletics
Reports To: Director of Athletics

FLSA Designation: Exempt

SUMMARY: Assists in maintaining, organizing and administering the overall program of interscholastic athletics, including intramural activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Responsible for all phases of Title IX compliance.
- Supervises District Intramural program.
- Responsible for game administration, including organization and scheduling of athletic events.
- Assists in administration of in-service training and orientation of coaching staff.
- Assists in administration of athletic budget and purchasing.
- Assists in selecting, assigning and evaluating all coaching personnel.
- Represents the School District in matters of interscholastic athletics with the OSSAA.
- Represents the District.
- District in matters of interscholastic athletics with the Frontier Conference and the Arkansas Valley Conference.
- Contracts officials for all home contests.
- Arranges transportation for away contests.
- Assists in developing and evaluating appropriate rules and regulations governing the conduct of athletic activities.
- Fosters good school-parent relations by maintaining communications relative to rules and regulations on athletics.
- Assists in establishing and enforcing the physical, academic and training requirements of eligibility for participation.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Assists in managing subordinate head coaches who supervise assistant and JV coaches in the Athletic department. Responsible for assisting with the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Coaching experience at the secondary level, coaching and/or playing experience in multiple sports at the secondary level, experience in administration of athletic events and activities, Administration Certificate and/or Masters Degree, courses in the organization and administration of athletic programs.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, parents and students.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit, walk, stand, and travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet and loud environments.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works both inside and outside in various weather conditions. The employee must be able to meet deadlines with severe time constraints. The employee will frequently will work irregular or extended work hours while performing the duties of this job. The employee is directly responsible for safety, well-being and work output of students and coaches.

The noise level in the work environment is quiet in the office area, but can be expected to be loud in activity situations.

Union Public Schools Job Description

Position Title: Elementary Administrative Intern
Department: Teaching and Learning
Reports To: Principal/Executive Director for Elementary Education

FLSA Designation: Exempt

SUMMARY: A teacher on special assignment who is responsible for providing assistance to the Principal in the administration of the total school program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Serves as administrative head of the school in the absence of the principal.
- Administers a program of student discipline and interacts with students and parents to encourage positive performance.
- Evaluates staff.
- Manages building staff and works under the directive of the principal to resolve building problems.
- Supervises staff attendance and assignment of substitute teachers.
- Assists scheduling special events before, during, and after the school day.
- Assists with coordinating the development of the school schedule.
- Provides general supervision to students.
- Supervises extra curricular activities.
- Maintains positive relationship with parents and community.
- Assists with the direction of the instructional program of the school.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises over 50 employees in the Elementary School when the Principal is absent from the building. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Masters Degree in Education.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate. Valid Elementary Principal Certification.

LANGUAGE SKILLS: Ability to read and analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

Union Public Schools Job Description

Position Title: Assistant Principal, Elementary
Department: Teaching and Learning
Reports To: Principal/Executive Director for Elementary Education

FLSA Designation: Exempt

SUMMARY: Responsible for providing assistance to the Principal in the administration of the total school program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Serves as administrative head of the school in the absence of the principal.
- Administers a program of student discipline and interacts with students to encourage positive performance.
- Assists with staff evaluation.
- Assists in implementing curricular goals of the District.
- Manages building staff, including class schedules and building problems.
- Supervises staff attendance and assignment of substitute teachers.
- Assists scheduling special events during the school day.
- Assists with coordinating the development of the master teaching schedule.
- Provides general supervision to students.
- Supervises extra curricular activities.
- Maintains relationship with parents and community.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Assists with supervisory responsibility when the Elementary School when the Principal is absent from the building. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's Degree, five years teaching experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate and Valid Administrator Certificate with an elementary school endorsement.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Assistant Principal, High School (9th, 10th, 11th, and/or 12th)
Department: Teaching and Learning
Reports To: Principal/Executive Director for Secondary Education

FLSA Designation: Exempt

SUMMARY: Responsible for providing assistance to the Principal in the administration of the total school program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Serves as administrative head of the school in the absence of the principal.
- Administers a program of student discipline and interacts with students to encourage positive performance.
- Assists with staff evaluation.
- Manages building staff, including class schedules and building problems.
- Supervises staff attendance and assignment of substitute teachers.
- Assists scheduling special events during the school day.
- Assists with coordinating the development of the master teaching schedule.
- Provides general supervision to students.
- Supervises extra curricular activities.
- Maintains relationship with parents and community.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises employees in the High School when the Principal is absent from the building. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's Degree, five years experience in teaching or administration.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate and valid Administrator Certificate with a middle school endorsement.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Assistant Principal, Middle School (6th, 7th, and/or 8th)
Department: Teaching and Learning
Reports To: Principal/Executive Director for Secondary Education

FLSA Designation: Exempt

SUMMARY: Responsible for providing assistance to the Principal in the administration of the total school program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Serves as administrative head of the school in the absence of the principal.
- Administers a program of student discipline and interacts with students to encourage positive performance.
- Assists with staff evaluation.
- Manages building staff, including class schedules and building problems.
- Supervises staff attendance and assignment of substitute teachers.
- Assists scheduling special events during the school day.
- Assists with coordinating the development of the master teaching schedule.
- Provides general supervision to students.
- Supervises extra curricular activities.
- Maintains relationship with parents and community.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the employees in the Middle School when the Principal is absent from the building. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's Degree, five years experience in teaching or administration.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate and valid Administrator Certificate with a middle school endorsement.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Assistant Superintendent for Teaching and Learning
Department: Teaching and Learning
Reports To: Superintendent of Schools

FLSA Designation: Exempt

SUMMARY: To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Attends Board meetings and prepares such reports for the Board as the Superintendent may request.
- Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.
- Reports on the status of District programs and services at the request of the superintendent.
- Prepares drafts of needed Board policies and administrative rules for the Superintendent's review and action.
- Plays a significant leadership role in curriculum planning and in-service education for the professional staff.
- Serves upon assignment by the Superintendent as a resource person to all division directors in the District.
- Interprets the programs, philosophy, and policies of the District to staff, students, and the community at large.
- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in schools.
- Establishes necessary procedures for referral and cooperative planning with other agencies, both local and state, that provide services to children.
- Communicates to the Superintendent the requirements and needs of the District as perceived by staff members.
- Recommends and assists in the recruitment of special services personnel.
- Prepares state reports and claims as required.
- Determines the transportation needs of the special education services.
- Plays a significant leadership role in fostering professional growth and building of staff morale throughout the District.
- Confers with appropriate division directors on matters of concern.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by Superintendent of School.

SUPERVISORY RESPONSIBILITIES: Supervises staff members as the Superintendent may designate.

QUALIFICATIONS REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Master's degree or equivalent, at least ten years' successful experience in teaching and school administration, and a valid Superintendent's license.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Superintendent Certification required.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: None.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is frequently required to sit.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

Union Public Schools Job Description

Position Title: Assistant Superintendent of Support Services

Department: Support Services

Reports To: Superintendent of Schools

FLSA Designation: Exempt

SUMMARY: Provides leadership and coordination in the support services areas to develop and maintain optimal programs, services and facilities for the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Provides leadership and oversight for the departments and administrators in the Support Area division as assigned by the Superintendent (i.e., Operations, Maintenance, Construction, Transportation, Food Service, etc.).
- Participates as a part of the Superintendent's Cabinet in decision making and planning on behalf of the entire District.
- Assists in the long range planning process for the District to ensure that bond issues, facilities, maintenance and programs meet District needs in a timely manner.
- Communicates with administration and staff to assist in planning, directing and coordinating District programs.
- Supervises and coordinates the activities of staff, recommending measures to improve performance and increase efficiency.
- Develops and maintains written procedures, documents and controls to ensure compliance with board policy, safety and security standards, state laws and regulations.
- Acts as the District representative in construction jobs to ensure appropriate design of facilities, fiscal oversight and coordination with builders and architects. Communicates to the Superintendent and Board and follows through with payments and approvals as necessary.
- Communicates representing the Support Services areas with Board members, the Superintendent and other staff through reports, the board subcommittee process, and as a member of District committees.
- Interprets the programs, philosophy, and policies of the District to staff, students, and the community at large.
- Plays a significant leadership role in fostering professional growth and building of staff morale throughout the District.
- Provides direction and oversight over the budgets assigned in accordance with all legal and board requirements.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES: Supervises staff members as the Superintendent may designate.

QUALIFICATIONS REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Master's degree or equivalent, at least ten years' successful experience in teaching and school administration, and a valid Superintendent's license.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Superintendent Certification required.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES: None.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is frequently required to sit.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

Union Public Schools Job Description

Position Title: Community School Coordinator
Department: Teaching and Learning
Reports To: TACSI Director/Executive Director for Elementary Education

FLSA Designation: Exempt

SUMMARY: Provides leadership for the school site team. Facilitates and manages the development of community school activities, events, programs and services that lead to student achievement, stronger families and healthier neighborhoods.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Co-chairs the school site team with the principal.
- Recruits and supports school site team that includes neighborhood residents.
- Performs administrative tasks for the day to day management and coordination of activities.
- Plans and directs efforts to involve students, families and neighborhood residents in community school initiative.
- Establishes linkages with local businesses to promote their involvement in the school.
- Assures the functioning of all community school core components are effectively linked to school curriculum and fulfill the basic principals of community schools.
- Develops, maintains and nurtures relationships with school administration and staff, parents, family members, neighborhood residents.
- Develops and maintains strong working relationships with key providers of services and programs.
- Develops programs that aim to increase educational opportunities and social connections for children, families and neighborhood residents.
- Manages scheduling, oversight and evaluation of programs.
- Assists with designing and managing volunteer systems within the school.
- Conducts home-visits as requested by principal.
- Responsible for required data collection and evaluation.
- Represents school at community meetings and events.
- Assists in the development of annual plan and funding proposals.
- Prepares and presents written and oral reports to principal and TACSI director
- Participates in training and professional development
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties as assigned by the principal and TACSI director

SUPERVISORY RESPONSIBILITIES: Supervises the employees of the Community School.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable*

accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree in social work, education, health or related field, master's preferred, 7 (seven) years of administrative experience or community building, 5 (five) years of experience in program planning, implementation, evaluation and organizational support, bilingual skills preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Oklahoma Teaching Certificate.

LANGUAGE SKILLS: Ability to read and interpret complex information. Ability to write routine reports and correspondence. Ability to communicate clearly before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to build community partnerships and maintain working relationships. Proven skills in leadership, group facilitation, coordination, marketing, budgeting, data collection and evaluation. Ability to demonstrate cultural sensitivity and work with a diverse group of people. Ability to adhere to school policies and procedures. Ability to organize, prioritize, and respond to deadlines while working on multiple tasks.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate, although it can vary depending on daily activity.

Union Public Schools Job Description

Position Title: Counselor, Elementary (Pre-Kindergarten- 5th)
Department: Teaching and Learning
Reports To: Elementary Principal/Executive Director for Elementary Education

FLSA Designation: Exempt

SUMMARY: To provide, as a member of the Guidance department, a comprehensive guidance program for students in grades Pre-K- 5. Provide activities to meet the needs of their assigned case-load; consult with teachers, staff and parents to enhance their effectiveness in helping students; and provide support to other middle school educational programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Counsels small groups and individual students with problems; refer severe problems to appropriate community resources.
- Consults with teachers, staff and parents regarding meeting the developmental needs of students.
- Evaluates and revises the building counseling program.
- Conducts counseling activities in the classroom in conjunction with administration and teachers.
- Consults with teachers to facilitate the infusion of counseling learning activities into the regular education curricula.
- Oversees as the Group facilitator for Student Assistance Program (SAP).
- Responds to crisis situations when appropriate.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's Degree in Counseling.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with Counseling endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to establish and maintain effective relationships with students, peers, and parents, as well as communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Occasionally the employee will repeat the same hand, arm or finger motion many times. The employee must be able to attend meetings in the evening and at other locations.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is usually quiet.

Union Public Schools Job Description

Position Title: Counselor, High School (9th, 10th, 11th, and/or 12th)
Department: Teaching and Learning
Reports To: Principal/Executive Director for Secondary Education

FLSA Designation: Exempt

SUMMARY: To provide, as a member of the Guidance department, a comprehensive guidance program for students in grades 9-12. Provide activities to meet the needs of their assigned case-load; consult with teachers, staff and parents to enhance their effectiveness in helping students; and provide support to other high school educational programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Counsels groups or individual students through the development of educational and career plans.
- Counsels small groups and individual students with problems; refer severe problems to appropriate community resources.
- Consults with teachers, staff and parents regarding meeting the developmental needs of students.
- Evaluates and revise the building counseling program.
- Conducts counseling activities in the classroom in conjunction with administration and teachers.
- Consults with teachers to facilitate the infusion of counseling learning activities into the regular education curricula.
- Facilitates the Student Assistance Program (SAP).
- Responds to crisis situations when appropriate.
- Proctors PLAN, MEAP, and PSAT exams.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's Degree in Counseling.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with Counseling endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to establish and maintain effective relationships with students, peers, and parents, as well as communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Occasionally the employee will repeat the same hand, arm or finger motion many times. The employee must be able to attend meetings in the evening and at other locations. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is usually quiet.

Union Public Schools Job Description

Position Title: Counselor, Middle School (6th, 7th and/or 8th)
Department: Teaching and Learning
Reports To: Principal/Executive Director for Secondary Education

FLSA Designation: Exempt

SUMMARY: To provide, as a member of the Guidance department, a comprehensive guidance program for students in grades 6-8. Provide activities to meet the needs of their assigned case-load; consult with teachers, staff and parents to enhance their effectiveness in helping students; and provide support to other middle school educational programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Counsels groups or individual students through the development of educational and career plans.
- Counsels small groups and individual students with problems; refer severe problems to appropriate community resources.
- Consults with teachers, staff and parents regarding meeting the developmental needs of students.
- Evaluates and revises the building counseling program.
- Conducts counseling activities in the classroom in conjunction with administration and teachers.
- Consults with teachers to facilitate the infusion of counseling learning activities into the regular education curricula.
- Facilitates the Student Assistance Program (SAP).
- Responds to crisis situations when appropriate.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's Degree in Counseling.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with Counseling endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to establish and maintain effective relationships with students, peers, and parents, as well as communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Occasionally the employee will repeat the same hand, arm or finger motion many times. The employee must be able to attend meetings in the evening and at other locations. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is usually quiet.

Union Public Schools Job Description

Position Title: Counselor, Native American
Department: Teaching and Learning
Reports To: Director of Federal Programs

FLSA Designation: Exempt

SUMMARY: To provide, as a member of the Guidance department, a comprehensive guidance program for Native American students in grades 6-12. Provide activities to meet the needs of their assigned case-load; consult with teachers, staff and parents to enhance their effectiveness in helping students; and provide support to other high school educational programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Counsels groups or individual students through the development of educational and career plans.
- Counsels small groups and individual students with problems; refer severe problems to appropriate community resources.
- Consults with teachers, staff and parents regarding meeting the developmental needs of students.
- Evaluates and revises the building counseling program.
- Conducts counseling activities in the classroom in conjunction with administration and teachers.
- Consults with teachers to facilitate the infusion of counseling learning activities into the regular education curricula.
- Facilitates the Student Assistance Program (SAP).
- Responds to crisis situations when appropriate.
- Proctors PLAN, MEAP, and PSAT exams.
- Provides career awareness program.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Facilitates college and career night for Native American Students.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's Degree in Counseling.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with Counseling endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to establish and maintain effective relationships with students, peers, and parents, as well as communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Occasionally the employee will repeat the same hand, arm or finger motion many times. The employee must be able to attend meetings in the evening and at other locations. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is usually quiet.

Union Public Schools Job Description

Job Title: Curriculum Specialist
Department: Teaching and Learning
Reports To: Director of Student Assessment

FLSA Designation: Exempt

SUMMARY: To develop multi-leveled curriculum for the Community Education ONPACE civics component for existing adult English as a Second Language (E.S.L.) programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Develops and/or assists in the development of a multi-leveled civics-based curriculum component that will target limited English proficient adult learners and will be used to enhance existing Community Education E.S.L. programs.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises training for the initial team of teacher trainers.

QUALIFICATIONS REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree required. Recent curriculum development, or associated contemporary education, required. Language acquisition or E.S.L. background desired.

CERTIFICATES, LICENSES, REGISTRATIONS: Holds, or has held a valid Oklahoma Teaching Certificate. Administrative experience preferred.

LANGUAGE SKILLS: Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and manuals. Ability to speak effectively before administration, staff, parents and students. Ability to communicate orally and in writing.

MATHEMATICAL SKILLS: Ability to analyze and interpret statistical data to communicate clearly to teachers. Ability to apply inferences from statistical data to classroom practice.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to develop and implement a variety of written and oral plans, diagrams, and schedules.

OTHER SKILLS and ABILITIES: Ability to write high quality, developmentally appropriate curriculum for learners of all ages. Ability to apply knowledge of current research and theory to curriculum development and implementation. Ability to develop and maintain effective working relationships with students, staff, and the school community; skill in oral and written communication.

Ability to develop and conduct inservices and to model effective strategies for implementing curriculum.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally, the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds, such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level will usually be quiet to moderate, and occasionally moderate to loud.

Union Public Schools Job Description

Position Title: Math Curriculum Specialist
Department: Teaching and Learning
Reports To: Director of Student Assessment

FLSA Designation: Exempt

SUMMARY: To provide leadership in the development of the Union mathematics curriculum and assessments.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Works with administrators and faculty to implement and refine the Union mathematics curriculum for Grades K-12.
- Collaborates with Director of Student Assessment and faculty to design and implement District assessments in mathematics for Grades K-12.
- Utilizes state and District assessment data to promote student learning.
- Augments test item bank and instructional resources in ABACUS.
- Assists with pre-slugging and scanning of answer documents for District assessments.
- Assists with reporting of student mastery data in ABACUS.
- Utilizes Crosspointe to disaggregate student data.
- Designs and delivers innovative professional development in curriculum, instruction and assessment.
- Assists faculty in the implementation of research-based instructional ideas and strategies.
- Participates in Pre-AP/AP vertical teaming and professional development.
- Coordinates instructional materials selections.
- Assists with writing and monitoring the Title II grant.
- Stays informed in current trends in curriculum, instruction, and assessment.
- Works with the community and parents to raise awareness about mathematics literacy.
- Maintains liaison with education leaders and mathematics organizations at state, regional and national levels.
- Attends advanced training in Crosspointe/ABACUS.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises training for the initial team of teacher trainers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree required with a minimum of three year's teaching experience. Master's degree preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate.

LANGUAGE SKILLS: Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and manuals. Ability to speak effectively before administration, staff, parents and students. Ability to communicate orally and in writing.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement professional development based on District objectives; ability to establish and maintain effective relationships with administrators, faculty, and parents; both in oral and written communication.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being and work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud. The employee is directly responsible for safety, well-being and work output of other people.

Union Public Schools Job Description

Position Title: Curriculum Specialist - 6th -12th Grades
Language Arts and second emphasis in Social Studies
Department: Teaching and Learning
Reports To: Director of Student Assessment

FLSA Designation: Exempt

SUMMARY: To provide leadership in the development of the Union language arts curriculum and assessments.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Works with administrators and faculty to implement and refine the Union language arts curriculum for Grades 6-12.
- Collaborates with District administrators, site principals, instructional specialists and faculty to implement curriculum maps/assessments.
- Collaborates with administrators, instructional specialists, and teachers to facilitate interdisciplinary connections with other content areas, specifically social studies.
- Utilizes national, state and District assessment data to promote student learning.
- Augments test item bank and instructional resources in ABACUS/Concert.
- Assists with pre-slugging and scanning of answer documents for District assessments.
- Utilizes Crosspointe to disaggregate student data.
- Designs and delivers innovative professional development in curriculum, instruction and assessment.
- Assists faculty in the implementation of research-based practices and strategies.
- Participates in Pre-AP/AP vertical teaming and professional development.
- Coordinates instructional materials selections.
- Assists with Title II/Title III (ELL) grant writing and instructional programming.
- Stays informed in current trends in curriculum, instruction, and assessment.
- Works with the community and parents to raise awareness about literacy.
- Maintains liaison with education leaders and language arts organizations at state, regional and national levels.
- Attends advanced training in Crosspointe/ABACUS/Concert.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree required with a minimum of three years teaching experience. Master's degree preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate.

LANGUAGE SKILLS: Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and manuals. Ability to speak effectively before administration, staff, parents and students. Ability to communicate orally and in writing.

MATHEMATICAL SKILLS: Ability to analyze and interpret statistical data to communicate clearly to teachers. Ability to apply inferences from statistical data to classroom practice.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement professional development based on District objectives; ability to establish and maintain effective relationships with administrators, faculty, and parents; both in oral and written communication.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being and work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud. The employee is directly responsible for safety, well-being and work output of other people.

Union Public Schools Job Description

Position Title: Curriculum Specialist, PK-5th Grades
Language Arts and second emphasis in Social Studies
Department: Teaching and Learning
Reports To: Director of Student Assessment
FLSA Designation: Exempt

SUMMARY: To provide leadership in the development of the Union language arts curriculum and assessments.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Works with administrators and faculty to implement and refine the Union language arts curriculum for Grades preK-5.
- Collaborates with District administrators, site principals, instructional specialists and faculty to implement curriculum maps/assessments.
- Collaborates with administrators, instructional specialists, and teachers to facilitate interdisciplinary connections with other content areas, specifically social studies.
- Utilizes national, state and District assessment data to promote student learning.
- Augments test item bank and instructional resources in ABACUS/Concert.
- Assists with pre-slugging and scanning of answer documents for District assessments.
- Utilizes Crosspointe to disaggregate student data.
- Designs and delivers innovative professional development in curriculum, instruction and assessment.
- Assists faculty in the implementation of research-based practices and strategies.
- Coordinates instructional materials selections.
- Assists with writing and monitoring the Title I/Title II grant.
- Collaborates on Title I and III (ELL) grant writing and instructional programming.
- Stays informed in current trends in curriculum, instruction, and assessment.
- Works with the community and parents to raise awareness about literacy.
- Maintains liaison with education leaders and language arts organizations at state, regional and national levels.
- Attends advanced training in Crosspointe/ABACUS/Concert.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises training for the initial team of teacher trainers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree required with a minimum of three years teaching experience. Master's degree preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate.

LANGUAGE SKILLS: Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and manuals. Ability to speak effectively before administration, staff, parents and students. Ability to communicate orally and in writing.

MATHEMATICAL SKILLS: Ability to analyze and interpret statistical data to communicate clearly to teachers. Ability to apply inferences from statistical data to classroom practice.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement professional development based on District objectives; ability to establish and maintain effective relationships with administrators, faculty, and parents; both in oral and written communication.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being and work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud. The employee is directly responsible for safety, well-being and work output of other people.

Union Public Schools Job Description

Position Title: Curriculum Specialist - Science
Department: Teaching and Learning
Reports To: Assistant Superintendent for Teaching and Learning

FLSA Designation: Exempt

SUMMARY: To provide effective support for the appropriate utilization of technology as a tool for teaching and learning. To be a valuable asset to the Teaching and Learning Division and will serve a vital role in coordinating with the Information Technology Department in the planning, implementing, and monitoring the vision for technology's place in schools. To train teachers to use technology in an effective manner. To be an agent of change and actively engage in curriculum development and lesson planning and delivery. Uses credibility and experience as a classroom teacher and their knowledge of teaching strategies to help design lessons and plan projects with educators.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Works with administrators and faculty to implement and refine the Union science curriculum for Grades preK-12.
- Collaborates with administrators, instructional specialists and faculty to implement curriculum maps/assessments.
- Collaborates with administrators, instructional specialists, and teachers to facilitate interdisciplinary connections with other content areas and grade levels.
- Facilitates ongoing professional development in scientific inquiry.
- Coordinates training and implementation assistance for elementary science kits and secondary labs.
- Participates in Pre-AP/AP vertical teaming and professional development.
- Utilizes national, state and District assessment data to promote student learning.
- Augments test item bank and instructional resources in ABACUS/Concert.
- Assists with pre-slugging and scanning of answer documents for District assessments.
- Assists with reporting of student mastery data in ABACUS/Concert.
- Utilizes Crosspointe to disaggregate student data.
- Collaborates with Director of Professional Development to design and deliver innovative professional development in curriculum, instruction and assessment.
- Assists faculty in the implementation of research-based practices and strategies.
- Coordinates instructional materials selections.
- Provides leadership in coordinating enrichment activities, such as curriculum conferences or fairs.
- Assists with writing and monitoring the Title II grant.
- Stays informed in current trends in curriculum, instruction, and assessment.
- Works with the community and parents to raise awareness about science reasoning.
- Maintains liaison with education leaders and science organizations at state, regional and national levels.
- Attends advanced training in Crosspointe/ABACUS/Concert.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree required with a minimum of three years teaching experience. Master's degree preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate

LANGUAGE SKILLS: Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and manuals. Ability to speak effectively before administration, staff, parents and students. Ability to communicate orally and in writing.

MATHEMATICAL SKILLS: Ability to analyze and interpret statistical data to communicate clearly to teachers. Ability to apply inferences from statistical data to classroom practice.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement professional development based on District objectives; ability to establish and maintain effective relationships with administrators, faculty, and parents; both in oral and written communication.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being and work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud. The employee is directly responsible for safety, well-being and work output of other people.

Union Public Schools Job Description

Position Title: Director of Community Education
Department: Teaching and Learning
Reports To: Assistant Superintendent for Teaching and Learning

FLSA Designation: Exempt

SUMMARY: Initiate, organize and manage special local, state, or federal projects related to community education. Provide linkage among community agencies and school District concerns. Establish and guide the Union Community Education Advisory Council. Establish and manage procedures for obtaining curriculum reinforcements from the community. Perform public relations responsibilities in connection with community education.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Organizes and directs the development and implementation of a full summer school curriculum and program.
- Supervises the Before and After School programs at each of the elementary sites.
- Initiates the implementation of a comprehensive and long-term program for training parents, including prenatal through high school graduation training.
- Coordinates the formulation of alternative education programs with appropriate District administrators.
- Develops and implements training and educational programs for adult education.
- Recommends and oversees budget for Community Education.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATIONS REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Hold or be eligible for Oklahoma teaching certificate. Candidate must have at least five years experience as a public school educator. Satisfy all District requirements with regards to physical health and citizenship. Such alternatives to the aforementioned qualifications as the Board may find appropriate and acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Hold or be eligible for a valid Oklahoma teaching certificate.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators and the general public.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks

as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to develop and implement a variety of written and oral plans, diagrams, and schedules.

OTHER SKILLS and ABILITIES: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally, the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds, such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level will usually be quiet to moderate, and occasionally moderate to loud.

Union Public Schools Job Description

Job Title: Director of Professional Development
Department: Teaching and Learning
Reports to: Assistant Superintendent for Teaching and Learning

FLSA Designation: Exempt

SUMMARY: Provide, develop, and organize training opportunities for both certified and support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Manages state and federal funds for professional development activities.
- Coordinates with leaders in the areas of curriculum and instruction, human resources, technology, support services, communications and business to identify training needs and address those needs.
- Directs the District's professional development committee.
- Manages the District Professional Development Center to ensure that professional training and resources are available to meet staff needs.
- Expands Leadership Union for leadership and administrator training.
- Assists with the Administrative Retreat organization.
- Assists with New Teacher Induction.
- Develops and arranges training for specific groups including substitute teachers, early childhood aides, EDP employees, clerical staff, etc.
- Ensures compliance with required training requirements concerning Title IX, safety, etc.
- Explores new ways to deliver professional development through video, the WAN, the Intranet, partnerships, and other means.
- Explores and provides training in the latest technology used for presentations.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Oversee Coordinator of Professional Development.

QUALIFICATIONS REQUIREMENTS: *To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's required; Master's degree and valid Oklahoma Teaching Certificate preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma teaching certificate.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

Union Public Schools Job Description

Position Title: Director of Special Services
Department: Teaching and Learning
Reports To: Assistant Superintendent for Teaching and Learning

FLSA Designation: Exempt

SUMMARY: Direct and supervise District's Special Education Staff, Programs and Related Services in order to provide comprehensive educational services to all children with disabilities in the least restrictive learning environment; supervise the evaluation process of children suspected of having a disability, ages 3 (three) through 21 (twenty-one), under the provisions established by the Individuals with Disabilities Education Act of 2004 (IDEA) and Section 504 of the Rehabilitation Act, No Child Left Behind, the State Department of Education, and the District Special Education Policy/Procedure Manual to ensure that all students receive a free, appropriate public education.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Supervises special education staff, including psychologist, speech-language pathologist, occupational and physical therapists, special education teachers, and special education paraprofessionals.
- Prepares annual evaluation performance reports on psychologist, occupational and physical therapist and special services secretaries.
- Prepares federal and state student accountability reports.
- Prepares and supervises District and State Budgets under District, IDEA and Medicaid.
- Monitors Medicaid billing and reimbursement.
- Prepares and certifies October Child Count.
- Monitors class size and curriculum compliance.
- Prepares and certifies Special Education Data Report.
- Serves in District Mediation Process under IDEA and 504.
- Supervises SEAS Student Management System.
- Supervises Homebound Services and Alternative School Services.
- Maintains confidential special education student records.
- Orchestrates the integrity and vertical curriculum alignment of Pass, CARG A, CARG-M in grades pre-kindergarten through twelfth.
- Conducts pre-enrollment and schedule secondary special education course sections and assign teaching responsibilities for subsequent school year.
- Recruits, hires and supervises Highly Qualified special education teachers and paraprofessionals.
- Maintains SDE documentation on Highly Qualified status for special education teachers and paraprofessionals.
- Coordinates school services and placements of children transitioning from Sooner Start.
- Coordinates school nursing services and school Health Plans.
- Coordinates evaluation requests and services for private schools, Cornerstone, Head Start, Early Childhood Programs within the jurisdiction of Union Public School.
- Supervises Response to Intervention evaluation process.
- Requests and reviews records of newly enrolled IEP students, verify categorization and authorize placement.
- Serves as a liaison with building principals, counselors and special education staff.
- Serves as consultant with outside mental health agencies.
- Coordinates referrals for crisis intervention, maintain reporting records.
- Purchases technology equipment, curricular materials, software to augment the curriculum.
- Purchases tests, protocols and computer scoring systems to conduct psycho-educational evaluations.
- Coordinate assistive technology evaluations.

- Coordinates evaluations and transition for eligible children from Early Childhood Program into Special Education and/or District Preschool programs.
- Serves as the District Coordinator of Section 504 students.
- Serves on District Crisis Intervention team.
- Attends weekly Teaching and Learning staffing.
- Attends monthly staffing with School Nurses.
- Conducts quarterly department meetings with special education staff.
- Conducts weekly staffing with District Psychologist.
- Coordinates professional development training.
- Supervises school psychologist interns, when applicable.
- Coordinates First Aid and CPR training for all paraprofessionals.
- Coordinates registration for special education aide to attend mandatory SDE paraprofessional training.
- Coordinates special education aide registering and taking the Para Pro exam.
- Maintains District attendance computer system, Kronos, for office staff.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the District's School Psychologist, Occupational and Physical Therapists and special education office personnel and conduct supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include participating in interviewing, hiring and training employees, planning, assigning, and directing work assignments, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's Degree (MA) or equivalent; ten (10) years related experience in special education, or equivalent combination of education and experience in the psychological/social work/counseling/educational administration field. A combination of community and public school experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Oklahoma certification preferred

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to Superintendent, public groups, and board of directors.

MATHEMATICAL SKILLS: Ability to demonstrate advanced computer skills and knowledge. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES: None.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required sit.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

Union Public Schools Job Description

Job Title: Director of Student Assessment
Department: Teaching and Learning
Reports to: Assistant Superintendent for Teaching and Learning

FLSA Designation: Exempt

SUMMARY: To provide leadership in the ongoing development and improvement of the entire assessment and intervention/ remediation program of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assists in the formulation of a philosophy and objectives for the curriculum assessment program.
- Prepares and administers the sections of the budget that pertain to assessment, evaluation, and special projects.
- Coordinates all formal efforts of the professional staff in projects of assessment, evaluation, and special projects.
- Coordinates all formal efforts of the professional staff in projects of assessment and evaluation.
- Participates in the work of state and national evaluation and assessment associations and study groups.
- Works with principals and teacher committees in coordinating continuity and articulation of the assessment program throughout the District.
- Assumes responsibility for reviewing, evaluating, and reporting results of District-wide testing programs, and for other evaluative measures used by the schools.
- Provides District supervision of gifted/ talented program.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the Curriculum Specialists.

QUALIFICATIONS REQUIREMENTS: *To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's degree and three years administrative experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma teaching certificate.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Computer mainframe spreadsheet experience. Ability to apply knowledge of current research and theory in specific field and communicate graphically. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communications. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit and occasionally talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms. The employee will occasionally drive a car while performing the duties of this job. Specific vision abilities required by this job include close vision and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Position usually demands meeting deadlines with severe time constraints and frequently working irregular or extended hours.

The noise level in the work environment is usually very quiet.

Union Public Schools Position Description

Position Title: 3 Year Old Center-Based Classroom Educator
Department: Teaching and Learning
Reports To: Director of Early Headstart

FLSA Designation: Non-exempt

SUMMARY: Responsible for the total classroom operation per federal Head Start Performance Standard 1304.21 and any additional standard referring to classroom activity. Provide daily services to children who turn three by September 1, and their families, who qualify under 185% federal poverty guidelines. Assist parents to understand the characteristics of normal development while giving them the knowledge to stimulate the learning and growth potential in their children. Provide and extend resources to parents in the area of education, health, nutrition, family goal setting, and crisis intervention.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Works to prevent school difficulties by educating parents about development, appropriate expectations, and methods to facilitate learning.
- Performs service for individual students to correct social/education difficulties.
- Maintains accurate record keeping as required on service provided.
- Plans and coordinates activities to stimulate growth in cognitive, language, social and motor skills.
- Stays current on curriculum and instruction trends and research for young children.
- Completion of West Education training as well as other professional development opportunities.
- Assesses families' needs and connects families to appropriate agencies/services.
- Cooperates and seeks assistance from other professional staff members and volunteers.
- Interprets school program to parents in order to strengthen parental understanding of the individual pupil's needs and the school's role in the pupil's life.
- Complies with the education content mandates of the Head Start Performance Standards, program assessment, and work plans.
- Plans, develops and implements an individual daily schedule that is developmentally appropriate based on parental input and observations.
- Develops weekly lesson plans with objectives and individualization to meet each child's development needs.
- Utilizes assessment software to track each child's individual developmental skill level.
- Utilizes pre and post assessment software to track each child's literacy outcomes as required by performance standards, collaborate with Community Action Project regarding assessment outcomes.
- Conducts at least two home visits and parent conferences, per child, within the allotted time period.
- Provides high quality three-year-old care on a daily basis in a safe, stimulating and nurturing environment.
- Attends a minimum of one parent activity per month.
- Reports children's absences according to procedure, to maintain at least an 85% attendance record.
- Supervises transportation needs of children when required.

- Participates as a member of a class-based management team once a month or as required; maintain records and submit reports on children, daily attendance and files.
- Works with all children including those with disabilities and/or children whose developmental age or stage may be delayed (i.e., toileting, changing).
- Encourages parent involvement and maintain good parent/teacher relationships.
- Accessible to parents/community members to promote and strengthen home/school/community relationships.
- Consistent and punctual attendance, including after school and/or evening activities.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree, bilingual background preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Early Childhood Certification preferred, and valid Oklahoma Teaching Certificate.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and complete correspondence. Ability to effectively present information and respond to questions from groups. Communicate clearly with parents of young children about education and parenting issues.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of instructional programs; ability to plan and implement lessons based on instructional objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clearly and concisely in written or oral communication. Thorough knowledge of normal child development from birth to 5. Knowledge of constructive parenting techniques that facilitates learning.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will regularly sit, walk and stand. Lifting and supervising young children may be required.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderately noisy in the presence of young children.

Union Public Schools Job Description

Position Title: Early Head Start Home-Based Parent Educator
Department: Teaching and Learning
Reports To: Director of Early Head Start Programs

FLSA Designation: Exempt

SUMMARY: Provide weekly personalized home visitation and bi-monthly socialization services to children from birth to three and their families who qualify under federal poverty guidelines. Assist parents to understand the characteristics of normal development while giving them the knowledge to stimulate the learning and growth potential in their children. Provide and extend resources to parents in the area of health, nutrition, family goal setting, and crisis intervention. Work specifically as a parent educator using model programs such as Parents as Teachers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Works to prevent school difficulties by educating parents about development, appropriate expectations, and methods to facilitate learning through weekly 90-minute home visitations.
- Facilitates peer group interaction with both parents and children through age-appropriate bi-monthly socializations.
- Performs service for individual students to correct social/education difficulties.
- Implements Parents As Teachers program for children from birth to 3.
- Maintains accurate record keeping as required on services provided.
- Plans and coordinates activities to stimulate growth in cognitive, language, social, and motor skills.
- Stays current on curriculum and instruction trends and research for young children (birth through three).
- Completion of Born to Learn training as well as other professional development opportunities.
- Assesses families' needs and connects families to appropriate agencies/services.
- Cooperates and seeks assistance from other professional staff members.
- Accessible to parents/community members to promote and strengthen home/school/community relationships.
- Interprets school program to parents in order to strengthen parental understanding of the individual pupil's needs and the school's role in the pupil's life.
- Works with District elementary schools to expand family literacy programs.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance, including after school and/or evening activities.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are*

representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Teacher certification required,
Early childhood and/or bilingual background preferred

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and complete correspondence. Ability to effectively present information and respond to questions from groups. Communicate clearly with parents of young children about education and parenting issues.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of instructional programs; ability to plan and implement lessons based on instructional objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clearly and concisely in written or oral communication. Thorough knowledge of normal child development from birth to 5. Knowledge of constructive parenting techniques that facilitates learning.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will regularly sit, walk and stand. Lifting and supervising young children may be required.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderately noisy in the presence of young children.

Union Public Schools Job Description

Position Title: Executive Director for Elementary Education
Department: Teaching and Learning
Reports To: Assistant Superintendent for Teaching and Learning

FLSA Designation: Exempt

SUMMARY: Develops, organizes and manages the day-to-day operations of the elementary educational program. Administers functions related to curriculum, budgets for elementary and vocational instruction, and staff development.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Works with principals, department heads, teachers and subject matter specialists in developing the general philosophy and goals of elementary curriculum. Coordinates and evaluates the curricula and instructional programs and makes appropriate recommendations.
- Supervises and evaluates the work of elementary building administrators.
- Participates in planning, distributes and monitors the elementary program budgets, both instructional and vocational, which include labor, materials and supplies, training, and capital outlay.
- Works with outside educational authorities and regulatory bodies on elementary and vocational issues.
- Formulates and implements professional development activities for elementary teachers, which address curriculum needs.
- Participates in staff development activities.
- Develops a program, with teacher and principal input that insures the vertical and horizontal articulation of all curriculum areas of the District.
- Contributes toward development of a District in-service program that assists teachers in the instructional areas, and promotes their understanding of the elements of effective instruction.
- Coordinates all textbook selection committee activities for the District including the refinement of or development of policies related to the selection of textbooks.
- Assumes the responsibility for coordination of grant programs and departments and curriculum specialists through regular meetings and communication.
- Stays current on curriculum and instruction trends and research relating to restructuring issues of public education.
- Assists in the development of District reports, such as the plan for educational development and improvement.
- Coordinates technology training for District personnel.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by Assistant Superintendent for Teaching and Learning.

SUPERVISORY RESPONSIBILITIES: Supervises, oversees and manages building principals. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees;

planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma teaching certificate.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: None

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

Union Public Schools Job Description

Position Title: Executive Director for Secondary Education
Department: Teaching and Learning
Reports To: Assistant Superintendent for Teaching and Learning

FLSA Designation: Exempt

SUMMARY: Develops, organizes and manages the day-to-day operations of the secondary educational program. Administers functions related to curriculum, budgets for secondary and vocational instruction, and staff development.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Works with principals, department heads, teachers and subject matter specialists in developing the general philosophy and goals of secondary curriculum. Coordinates and evaluates the curricula and instructional programs and makes appropriate recommendations.
- Supervises and evaluates the work of secondary building administrators.
- Participates in planning, distributing and monitoring the secondary program budgets, both instructional and vocational, which include labor, materials and supplies, training, and capital outlay.
- Works with outside educational authorities and regulatory bodies on secondary and vocational issues.
- Formulates and implements professional development activities for secondary teachers, which address curriculum needs.
- Participates in staff development activities.
- Develops a program, with teacher and principal input, which insures the vertical and horizontal articulation of all curriculum areas of the District.
- Contributes toward development of a District in-service program that assists teachers in the instructional areas, and promotes their understanding of the elements of effective instruction.
- Coordinates all textbook selection committee activities for the District including the refinement of or development of policies related to the selection of textbooks.
- Assumes the responsibility for coordination of grant programs and departments and curriculum specialists through regular meetings and communication.
- Stays current on curriculum and instruction trends and research relating to restructuring issues of public education.
- Assists in the development of District reports, such as the plan for educational development and improvement.
- Coordinates technology training for District personnel.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by Assistant Superintendent for Teaching and Learning.

SUPERVISORY RESPONSIBILITIES: Supervises, oversees and manages building principals. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees;

planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: None

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: None

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

Union Public Schools Job Description

Position Title: Instructional Coach
Department: Teaching and Learning
Reports To: Site Principal (in consultation with the District Curriculum Specialists)
FLSA Designation: Exempt
Calendar: 10 or 11 month

SUMMARY: To provide leadership in the development of the teaching and learning at the elementary level.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Supports district curriculum, instruction, and assessment.
- Offers curricular assistance such as standards and assessment alignment, pacing, and use of curriculum maps.
- Offers instructional assistance by observing instruction, providing feedback, and consulting with teachers to develop best practices.
- Plans activities related to specific lessons and/or instruction with individuals/groups of teachers.
- Helps gather materials and finds resources to support instruction.
- Assists teachers with assessment and data-related activities, such as data collection/analysis and examination of student work.
- Models/teaches/co-teaches – models lessons/strategies or co-teaches with the classroom teacher.
- Designs and uses a variety of active teaching and learning strategies to improve student performance.
- Facilitates collaboration and professional growth for instructional personnel.
- Assists with classroom management and organization.
- Serves as lead mentor and meets regularly with beginning teachers in the building.
- Participates in a collaborative team with district curriculum specialists and other members of the Teaching and Learning Department.
- Assumes personal responsibility to remain current in best practices and research through independent study.
- Meets regularly with site principal(s).
- Submits periodic updates to site principal and elementary language arts specialist to document progress toward meeting site/district goals.
- Demonstrates strong interpersonal skills and abilities to work as a member of a collaborative team.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree required with a minimum of three years teaching experience. Master's degree preferred. Demonstrated teacher leadership at the district and site level. Knowledge of state, district and classroom-based assessments.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Elementary Teaching Certificate.

LANGUAGE SKILLS: Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and manuals. Ability to speak effectively before administration, staff, parents and students. Ability to communicate orally and in writing.

MATHEMATICAL SKILLS: Ability to analyze and interpret statistical data to communicate clearly to teachers. Ability to apply inferences from statistical data to classroom practice.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement professional development based on District objectives; ability to establish and maintain effective relationships with administrators, faculty, and parents.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being and work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is directly responsible for safety, well-being and work output of other people.

The noise level in the work environment is moderate to loud.

Union Public Schools Job Description

Position Title: Instructional Technology Resource Specialist (ITRS)
Department: Teaching and Learning
Reports To: Assistant Superintendent for Teaching and Learning

FLSA Designation: Exempt

SUMMARY: To provide effective support for the appropriate utilization of technology as a tool for teaching and learning. To be a valuable asset to the Teaching and Learning Division and will serve a vital role in coordinating with the Information Technology Department in the planning, implementing, and monitoring the vision for technology's place in schools. Will be an agent of change and actively engage in curriculum development and lesson planning and delivery. Uses credibility and experience as a classroom teacher and knowledge of teaching strategies to help design lessons and plan projects with educators.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Trains teachers to use technology in an effective manner.
- Serves as a resource to classroom teachers.
- Assists with curriculum and content development.
- Disseminates information regarding technology resources, emerging technologies, best practices using technology, and professional development opportunities.
- Facilitates or conducts technology-related professional development for school staff.
- Assess levels of teacher and student technology competence.
- Works with appropriate division or school-based curriculum and technology staff to help school staff integrate technology into the curriculum.
- Models effective instructional strategies using technology.
- Represents the Teaching and Learning division when coordinating with other departments and experts in the technology area.
- Supports implementation of the Teaching and Learning aspects of the state technology plan.
- Researches use of newer technology to assist with instruction and learning.
- Uses data to design and evaluate technology-based instructional strategies.
- Assists with the development of a virtual learning program.
- Recommends hardware, software, and related resources.
- Identifies trends in technology, curriculum, teaching strategies, and other educational areas.
- Creates learning resources for teachers, staff, and students.
- Serves as a strong advocate for technology integration.
- Participates in hardware and software selection and use.
- Works with various software applications, entering and retrieving data as needed.
- Works collaboratively with educators, individuals and groups of teachers to integrate technology into instruction when it is determined to be best practice.
- Works collaboratively with teachers in order to assess the relevance of a technology-based lesson.
- Works collegially with related departments and site and site administrators to ensure effective technology integration.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

Allocation of Time:

- $\geq 70\%$ of task will require assisting teachers with the integration of technology in the classroom, train teachers to use technology, assist with curriculum development as it relates to educational technology, modeling instructional strategies with students, providing training and professional development, collaborative teaching, researching technology-based instructional strategies, reviewing/evaluating technology software/hardware, offering direct assistance to teachers by way of classroom visitations, or similar kinds of duties and responsibilities as the school division may deem appropriate.
- $\leq 15\%$ of task will require meeting with administrators and curriculum specialists to coordinate services and resources. Serve on building and/or division leadership teams relating to technology and instruction, professional organizations related to technology, and other responsibilities.
- $\leq 10\%$ of task will create and implement a plan to communicate progress and activities to schools, faculty, and administration (i.e. newsletter, instruction technology web site, e-mail notifications).
- $\leq 5\%$ of task will analyze the effectiveness of existing programs and maintain records necessary to document progress of programs and district initiatives.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree. Classroom experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate.

LANGUAGE SKILLS: Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and manuals. Ability to speak effectively before administration, staff, parents and students. Ability to communicate orally and in writing.

MATHEMATICAL SKILLS: Ability to analyze and interpret statistical data to communicate clearly to teachers. Ability to apply inferences from statistical data to classroom practice.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to provide assistance by consulting with curriculum specialist, district administrators, and teachers discussing and sharing teaching practices, and supporting efforts to enrich student learning through technology. Ability to collaborate and build consensus through relationships that are democratic, collaborative, and open to all perspectives.

Requires good interpersonal skills that include habits, attitudes, manners, appearance, and behaviors used while working with others in the District.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books, computers and AV/VCR carts. The employee is directly responsible for safety, well-being and work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other District staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud.

Union Public Schools Job Description

Position Title: Media Specialist
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Plans and establishes media program, goals and outcomes in accordance with building curriculum and District and state guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Evaluates, selects and orders learning resources.
- Delivers media curriculum outcomes to students in partnerships with other teaching staff.
- Assists teachers in the selection of books and other instructional materials, and makes media center materials available to support and enrich curriculum of the building.
- Informs teachers and other staff members concerning new learning materials the media center acquires.
- Plans and supervises the distribution and storage of all media materials and equipment.
- Arranges for interlibrary loan of materials.
- Works with teachers in planning those assignments likely to lead to extended use of media center resources.
- Helps students to develop habits of independent information access and use to develop the skills in the use of instructional materials in relation to leaning outcomes.
- Counsels with and gives reading guidance to students who have special reading needs.
- Removes obsolete and work materials from the collections to reflect changing curriculum needs of the building.
- Supervises the operational routines of the media center.
- Analyzes the media program on an annual basis to establish new policies and services as necessary.
- Determines need to update technology.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervised students, parent volunteers and student helpers. Directs paraprofessional and media secretary interaction with staff/ students.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's degree in Library Science or Instructional Technology. Two year teaching experience, K-12 media certificate from the State.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with Media endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Prevention Intervention Counselor
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Counsels individuals and provides group educational, vocational and drug/alcohol prevention and intervention guidance services by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Provides support services for students in the areas of academic programs, team teaching, school rules, drug/alcohol intervention and other matters.
- Assesses and counsels students based on observations, conversations and test results.
- Provides personal counseling for students, families and groups to help them learn greater self-understanding, acceptance of responsibility and better decision-making skills.
- Provides group counseling for interaction, communication and support skill development.
- Administers tests and diagnoses results in areas such as organization, memory skills, aptitude and preferences.
- Evening conferences for support groups, test interpretations with parents and students.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises student and student helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's in counseling. Specific course work related to Middle School.

CERTIFICATES, LICENSES, REGISTRATIONS: Degree or endorsement in counseling. Valid Elementary or Secondary Teaching Certificate. M.S. Endorsement.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete

variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on DIVISON and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds such as testing material. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.

Union Public Schools Job Description

Position Title: Principal - Elementary
Department: Teaching and Learning
Reports To: Executive Director for Elementary Education

FLSA Designation: Exempt

SUMMARY: Provides instructional leadership to staff including: curriculum planning, review, implementation, and professional development. Ensures effective instruction to maximize student achievement. Responsible for day-to-day building administration and the safety and welfare of students and staff, including during school sponsored activities. Ensures a safe, pleasant and effective educational atmosphere, provides discipline as necessary, and enforces school policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Ensures effective instruction to maximize student achievement.
- Interacts with students in a constructive manner to encourage each individual to perform at their highest level.
- Manages a building staff.
- Assigns teachers to classrooms and students to classes.
- Evaluates performance and effectiveness of programs and staff.
- Coordinates in-service training for staff.
- Maintains positive relations with parents, parent groups, school volunteers and outside agencies.
- Participates in District-wide activities, in services, committees, as appropriate.
- Implements policy and procedure changes from the Board, or the State and Federal level at the building level.
- Prepares and successfully manages the school budget, and works with financial management on budgeting/purchasing.
- Establishes priorities for educational materials to meet the needs of students and teachers with allowable anticipated funds.
- Works with central office personnel to coordinate processes for the effective functioning of the school.
- Maintains current information and ensures compliance with legal/financial requirements of educational legislative reforms/revisions and mandates.
- Maintains current educational/administrative certificate and required professional development points.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Manages employees in the elementary school and early childhood centers. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the*

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Master's Degree and prior teaching experience at the elementary level.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with Elementary Principal endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Principal - Secondary Community Education
Department: Teaching and Learning
Reports To: Executive Director for Secondary Education

FLSA Designation: Exempt

SUMMARY: Develops, organizes and manages the day-to-day operations of the secondary community education program outlined below.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Organizes and directs the development and implementation of a full secondary summer school program.
- Organizes and directs the development and implementation of a secondary night school program.
- Develops and implements remedial reading and math programs in conjunction with summer and night school.
- Organizes and directs the development and implementation of the after-school Driver's Education program and complete the Driver's Education report for the District.
- Organizes and directs the reading test program for drivers license certification.
- Organizes remediation for 8th grade students who do not pass test.
- Develops and implements training and education programs for adult education.
- Develops and implements a District-wide secondary tutoring program.
- Organizes and directs the Proficiency Based Testing Program (PBT) for secondary schools.
- Coordinates ABE programs offered through Community Education at Union Public Schools.
- Increases participation in ESL program for secondary students and adults.
- Performs other duties as assigned by the Coordinator of Community Education and/or Director of Secondary Curriculum.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Oversees and supervises staff for secondary programs outlined above. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Master's degree (M. A.) or equivalent; previous administrative experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Secondary Principal Certification required.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is frequently required to sit.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

Union Public Schools Job Description

Position Title: Principal, Alternative Center
Department: Teaching and Learning
Reports To: Executive Director for Secondary Education

FLSA Designation: Exempt

SUMMARY: Provides instructional leadership to staff including: curriculum planning, review and implementation; and professional development. Responsible for day-to-day building administration and the safety and welfare of students, staff and activities at the Alternative Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Interacts with students to encourage each individual to perform at their highest level.
- Manages all building staff personnel.
- Assigns teachers to classrooms and students to classes.
- Completes performance appraisal on staff.
- Resolves staff problems and provides support to teachers.
- Provides general supervision to students.
- Supervises extra curricular activities.
- Evaluates performance of teachers, program and staff.
- Provides in-service training to teachers as needed.
- Prepares the school budget.
- Maintains relations with parents, parent groups, school volunteers and outside agencies
- Implements policy and procedure changes from the Board, or the State and Federal level at the building level.
- Reports appropriately to staff and to community on Public Act 25.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Manages three subordinate supervisors who supervise numerous employees in the High School. Responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees and students; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's Degree, five years experience in teaching and administration.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate and valid Administrator Certificate with a middle school endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Position Description

Position Title: Principal - Elementary Community Education
Department: Teaching and Learning
Reports To: Executive Director for Elementary Education

FLSA Designation: Exempt

SUMMARY: Develops, organizes and manages the day-to-day operations of the elementary community education program outlined below.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Organizes and directs the development and implementation of a full elementary summer school program.
- Organizes and directs intersession including training, program development, enrollment, hiring and supervision of staff.
- Coordinates the development and rotation of curriculum kits for EDP including staff training and kit replenishment.
- Increases participation in EDP and Intersession.
- Organizes and directs outreach to selected apartments coordinating the bus/ELL, PAT and Family Literacy programs.
- Directs the ELL/PAT/Four-Year-Old programs.
- Organizes and directs the Proficiency Based Testing Program (PBT) for elementary schools.
- Share Title 1 curricular and professional development responsibilities with Director of Elementary.
- Develops and directs professional development for ELL.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises, oversees and supervises staff for elementary programs outlined above. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's degree (M. A.) or equivalent; previous administrative experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Elementary Principal Certification required.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to

write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is frequently required to sit.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

Union Public Schools Job Description

Position Title: Principal, High School Evening/Summer Academy Program
Department: Teaching and Learning
Reports To: Executive Director for Secondary Education

FLSA Designation: Exempt

SUMMARY: Provides instructional leadership to staff including: curriculum planning, review and implementation; and professional development. Responsible for day-to-day building administration and the safety and welfare of students, staff and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Interacts with students to encourage each individual to perform at their highest level.
- Creates a school that is welcoming, safe, engaging and organized for student success.
- Manages all building staff personnel.
- Assigns teachers to classrooms and students to classes.
- Completes performance appraisal on staff.
- Resolves staff problems and provides support to teachers.
- Provides general supervision to students.
- Supervises extra curricular activities.
- Evaluates performance of teachers, program and staff.
- Provides in-service training to teachers as needed.
- Prepares the school budget.
- Maintains relations with parents, parent groups, school volunteers and outside agencies.
- Implements policy and procedure changes from the Board, or the State and Federal level at the building level.
- Reports appropriately to staff and to community on Public Act 25.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Responsible for the overall direction, coordination, and evaluation of this program. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees and students; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's Degree, five years experience in teaching and administration.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate and valid Administrator Certificate with a middle school endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Principal, High School (9th, 10th, 11th, and/or 12th)
Department: Teaching and Learning
Reports To: Executive Director for Secondary Education

FLSA Designation: Exempt

SUMMARY: Provides instructional leadership to staff including: curriculum planning, review and implementation; and professional development. Responsible for day-to-day building administration and the safety and welfare of students, staff and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Interacts with students to encourage each individual to perform at their highest level.
- Manages all building staff personnel.
- Assigns teachers to classrooms and students to classes.
- Completes performance appraisal on staff.
- Resolves staff problems and provides support to teachers.
- Provides general supervision to students.
- Supervises extra curricular activities.
- Evaluates performance of teachers, program and staff.
- Provides in-service training to teachers as needed.
- Prepares the school budget.
- Maintains relations with parents, parent groups, school volunteers and outside agencies.
- Implements policy and procedure changes from the Board, or the State and Federal level at the building level.
- Reports appropriately to staff and to community on Public Act 25.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Manages three subordinate supervisors who supervise numerous employees in the High School. Responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees and students; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's Degree, five years experience in teaching and administration.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate and valid Administrator Certificate with a middle school endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Principal, Middle School (6th, 7th, and/or 8th)
Department: Teaching and Learning
Reports To: Executive Director for Secondary Education

FLSA Designation: Exempt

SUMMARY: Provides instructional leadership to staff including: curriculum planning, review and implementation; and professional development. Responsible for day-to-day building administration and the safety and welfare of students, staff and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Interacts with students to encourage each individual to perform at their highest level.
- Manages all building staff personnel.
- Assigns teachers to classrooms and students to classes.
- Completes performance appraisal on staff.
- Resolves staff problems and provides support to teachers.
- Provides general supervision to students.
- Supervises extra curricular activities.
- Evaluates performance of teachers, program and staff.
- Provides in-service training to teachers as needed.
- Prepares the school budget.
- Maintains relations with parents, parent groups, school volunteers and outside agencies.
- Implements policy and procedure changes from the Board, or the State and Federal level at the building level.
- Reports appropriately to staff and to community on Public Act 25.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Manages one to three subordinate supervisors who supervise numerous employees in the Middle School. Responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees and students; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's Degree, five years experience in teaching and administration.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate and valid Administrator Certificate with a middle school endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Principal - Secondary Community Education
Department: Teaching and Learning
Reports To: Executive Director for Secondary Education

FLSA Designation: Exempt

SUMMARY: Develops, organizes and manages the day-to-day operations of the secondary community education program outlined below.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Organizes and directs the development and implementation of a full secondary summer school program.
- Organizes and directs the development and implementation of a secondary night school program.
- Develops and implements remedial reading and math programs in conjunction with summer and night school.
- Organizes and directs the development and implementation of the after-school Driver's Education program and complete the Driver's Education report for the District.
- Organizes and directs the reading test program for driver's license certification Organize remediation for 8th grade students who do not pass test.
- Develops and implements training and education programs for adult education.
- Develops and implements a District-wide secondary tutoring program.
- Organizes and directs the Proficiency Based Testing Program (PBT) for secondary schools.
- Directs the Union Community Education ABE/GED programs at Union Public Schools and at other locations.
- Increases participation in ESL program for secondary students and adults.
- Performs other duties as assigned by the Coordinator of Community Education and/or Director of Secondary Curriculum.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Oversees and supervises staff for secondary programs outlined above. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's degree or equivalent; previous administrative experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Secondary Principal Certification required.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is frequently required to sit.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

Union Public Schools Job Description

Position Title: Psychologist
Department: Special Education/Teaching and Learning
Reports To: Director of Special Services

FLSA Designation: Exempt

SUMMARY: Evaluated pupils referred as potential candidates for Special Education program and present a report to the local education authority on pupils he/ she has evaluated. Test may include intelligence, achievement, personality and perceptual motor test.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Conducts extensive psychological examinations of referred students.
- Participates in case conferences when referred students are involved, or as requested.
- Serves as a resources person concerning learning handicaps for other school personnel.
- Interprets diagnoses to school personnel, other concerned professionals, parents and students.
- Makes recommendations on ways to assist a student referred to him for examination.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's degree in Psychology or equivalent. Completed 45 graduate hours in school psychology or related area in addition to an internship. Have completed no less than 500 clock hours supervised internship with school age persons. Meet competency requirements as set forth in R 340.1156 OF Special Education Rules. Completed one year of successful experience as a school psychologist with direction from a fully approved school psychologist.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with one or more Special Education Endorsements.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Job Title: School Nurse
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: The school nurse possesses the critical thinking skills and clinical expertise to assess the nursing/health care needs of students and staff. The school nurse promotes the optimum health of students to achieve their individualized educational goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Adherence to the Oklahoma Nursing Practice Act.
- Assesses and evaluates physical, psychosocial needs of students and staff.
- Establishes and implements individual health care plans for students with special needs.
- Participates in parent/staff conferences of students with special needs.
- Provides health counseling for students, staff and parents.
- Establishes and maintains liaison between school and community in all health related areas.
- Provides information and expertise as resource person in health instruction and referral service.
- Administers first aid in accordance with established first aid procedures.
- Administers medication and treatment.
- Maintains health records on all students.
- Reviews student immunization records and maintains an immunization schedule for students to complete immunization requirements as required by the State Immunization Law.
- Implements school board policy on exclusion and readmission of students in connection with infectious diseases or conditions.
- Assists school personnel in maintaining sanitary standards in school.
- Conducts health-screening programs.
- Maintains inventory and orders health supplies and materials.
- Conducts health related training for students.
- Provides blood borne pathogen training for school employees and maintains records of such as required by OSHA.
- Completes accident/incident reports on students, employees, and others.
- Documents all health services provided for students and staff.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree, associate degree, or diploma in Nursing. Clinical experience as a registered nurse in a pediatric setting is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS: Current nursing license from the Oklahoma Board of Nursing and Oklahoma School Nurse Certification from the State Department of Education.

LANGUAGE SKILLS: Ability to read, analyze, and interpret professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups and individuals.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to calculate medication dosages.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and new treatment modalities to nursing practice. Ability to establish and maintain effective working relationships with students, parents, peers, and community. Ability to speak clear and concisely in written and oral communication.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will occasionally sit, walk or stand. The employee will occasionally reach forward or above the head more than the average person will. Ability to visit various buildings in the District. The employee must occasionally lift and or move and push up to 90 pounds such as students in wheelchairs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of his job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is frequently exposed to infection at a greater risk than the average person is. The employee is directly responsible for the safety and well being of students.

The noise level in the work environment is usually moderate.

Union Public Schools Job Description

Position Title: Speech Pathologist
Department: Special Education/Teaching and Learning
Reports To: Director of Special Services

FLSA Designation: Exempt

SUMMARY: Public school Speech- Language Pathologist are communication specialist who work with both the general education and special education population with language handicaps, articulation deficits, dysfluencies and voice disorders.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Serves as a resource to school staff members in the development of a balanced program for oral communication and speech improvement.
- Assists and guides teachers in observing, describing, and referring suspected and identified speech and language impairments.
- Provides a thorough assessment and diagnosis of speech, voice and language impairments.
- Provides screening to identify speech handicapped children at regular intervals and at specified levels.
- Assists in proper referrals of individuals to agencies and specialists in the community.
- Provides appropriate individualized programs of therapy to meet individuals students' needs and correct existing speech or language handicaps.
- Collaborates with classroom teachers and other school staff members to implement therapy by suggestions for the student's daily activities.
- Provides information, support and counseling to parents and families when appropriate.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's degree in Speech and Language Pathology. A minimum of 60 semester hours of academic credit in normal aspects of human communication, development thereof and clinical techniques for evaluation and management of speech and language disorders. A minimum of 300 clock hours supervised practicum experience with persons who present a variety of communication disorders, to be acquired in conjunction with academic training, 150 hours of which shall be obtained on the graduate level.

CERTIFICATES, LICENSES, REGISTRATIONS: Certification as Speech Pathologist.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Certified Substitute Teacher
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Non-exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate and with appropriate endorsements.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Districts Job Description

Position Title: Superintendent
Department: Union Public School District
Reports To: Board of Education

FLSA Designation: Exempt

SUMMARY: To inspire, lead, guide and direct every member of the administrative, instructional and supportive services teams in setting and achieving the highest standards of excellence, so that each individual student enrolled in the District may be provided with a complete, valuable, meaningful, and personally rewarding education. Further, to oversee and administer the use of all District facilities, property and funds with a maximum of efficiency, and ever-present, overriding concern for their impact upon each individual student's education.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.
- Serves as an ex officio member of committees.
- Administers as chief District executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
- Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented.
- Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information and reports as are needed to ensure the making of informed decisions.
- Acts on own discretion if emergency action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
- Informs and advises the Board about the programs, practices and problems of the District, and keeps the Board informed of the activities operating under the Board's authority.
- Supervises the implementation of all laws, regulations and Board policies.
- Makes all administrative decisions within the District necessary to the proper function of the District.
- Makes such rules and gives such instructions to District employees and students as may be necessary to implement Board policy.
- Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of such power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation
- Formulates District objectives, policies, plans and programs; prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the District.
- Conducts periodic audit of the total District program, and advises the Board on recommendations for the educational advancement of the District.
- Oversees the timely revisions of all curriculum guides and courses of study.
- Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.

- Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees and receives from employees and receives from employees communications to be made to the Board.
- Directs staff negotiations with professional and nonprofessional personnel.
- Employs such personnel as may be necessary, within the limits of budgetary provisions and subject to the Board's approval.
- Assigns and transfers employees as the interest of the District may dictate and reports such action to the Board for information and record.
- Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the District.
- Supervises methods of teaching, supervision, and administration in effect in the District.
- Approves vacation schedules for salaried District employees under direct supervision.
- Suspends any employee for just cause and reports such suspension to the Board.
- Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee.
- Reports to the Board the case of any employee whose services is unsatisfactory and recommends appropriate action.
- Submits to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
- Supervise the preparation and presentation of the annual budget and recommends it to the Board for approval.
- Establishes and maintains efficient procedures and effective controls for all expenditures of District funds in accordance with the adopted budget.
- Acts as a purchasing agent for the Board, and establishes procedures for the purchase of books, materials, and supplies.
- Provides suitable instructions and regulations to govern the use and care of District properties.
- Recommends to the Board sales of all property no longer required by the Board and supervises the proper execution of such sales.
- Oversees the processing and submission of required reports.
- Files, or causes to be files, all reports required by the state and the District code.
- Recommends the establishment or alteration of attendance boundaries for all Districts in the interest of good administration of the instructional program and approves the special transfer of students from one neighboring District to another only when, in the Superintendent's opinion, conditions in each case warrant such action.
- Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
- Makes recommendations with the reference to the location and size of new District sites and of additions to all existing sites; the location and size of new buildings on District sites; the plans for new District buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.
- Represents the District in its dealings with other District systems, institutions, agencies, and community organizations.
- Keeps informed of modern educational thought and practices by advanced study, by visiting District systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
- Represents the Board as liaison between the District and the community.
- Established and maintains a program of public relations as may keep the public well-informed of the activities and needs of the District District, effecting a wholesome and cooperative working relationship between the District and the community.
- Keeps the public informed about modern educational programs, educational trends, and the policies, practices, and problems in the District.

- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by the Board of Education.

SUPERVISORY RESPONSIBILITIES: Supervises directly or indirectly every District employee.

QUALIFICATIONS REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's degree or equivalent; previous administrative experience preferred.

CERTIFICATES, LICENSES, and REGISTRATIONS: Valid Oklahoma Superintendent Certification required.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: None.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is frequently required to sit.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

Union Public Schools Job Description

Job Title: Adult Basic Education Instructor, ELL Program
Department: Community Education
Reports To: Director of Community Education

FLSA Designation: Exempt

SUMMARY: To assist Coordinator of Community Education in developing comprehensive adult education programs for the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Recruits students for programs.
- Facilitates physical arrangements, including reservations of building, room and classroom set-up.
- Instructs classes at Union Adult Learning Center including satellite locations.
- Promotes program through aggressive public relations effort.
- Completes necessary paperwork for classes as required.
- Attends training offered by State Department of Education.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises classroom of students

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree. ELL experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program. Ability to develop and maintain effective working relationship with students, staff, and the school community; skill in oral and written communication.

PHYSICAL DEMANDS: *Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally, the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT: *Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud.

Union Public Schools Job Description

Position Title: Teacher, Adult Basic Education
Department: Teaching and Learning
Reports To: Director of Community Education

FLSA Designation: Exempt

SUMMARY: To provide ABE/GED instruction to adults through the Union Adult Learning Center program including satellite locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Instructs ABE/GED classes.
- Completes paperwork required by the State Department of Education/Union Public Schools.
- Attends training offered by State Department of Education.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATIONS REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree. Completed or able to complete training offered by the State Department of Education. (Cost to be paid for by State Department of Education)

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma teaching certificate.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program. Ability to develop and maintain effective working relationship with students, staff, and the school community. Skilled in oral and written communication. Ability to teach high school English, Math, Science, Social Studies and Life skills/Work skills for GED preparation. All subject areas will be taught in a multilevel classroom.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally, the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds, such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud.

Union Public Schools Job Description

Position Title: Contract Teacher, Adult Basic Education
Department: Community Education
Reports To: Director of Community Education

FLSA Designation: Exempt

SUMMARY: To provide ABE/GED instruction, on a contract basis, to adults through the Union Adult Learning Center program including satellite locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Others duties may be assigned.*

- Instructs ABE/GED classes on a contract basis.
- Completes paperwork required by the State Department of Education/Union Public Schools.
- Attends training offered by State Department of Education.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises classroom of students.

QUALIFICATIONS REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree. Completed or able to complete training offered by the State Department of Education (Cost to be paid for by State Department of Education.).

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma teaching certificate.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program. Ability to develop and maintain effective working relationship with students, staff, and the school community. Skilled in oral and written communication. Ability to teach high school English, Math, Science, Social Studies and Life skills/Work skills for GED preparation. All subject areas will be taught in a multilevel classroom.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally, the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds, such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud.

Union Public Schools Job Description

Position Title: Teacher – Alternative Education
Department: School Site
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in all subject matter and skills that will contribute to their development as mature, able and responsible men and women through the Alternative Education Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with an endorsement in Career and Technology.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Art Teacher
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter of Art and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with an endorsement in Art.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Career Education Teacher
Department: School Site
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter of Career Education and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with an endorsement in Career and Technology.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Driver's Education Teacher
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter of Driver's Education and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate and with Driver/ Safety Education endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Teacher, Elementary (K through 5th)
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with an Early Childhood endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: ELL Lead Teacher
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: To coordinate the ELL (English Language Learner) Program for grades K-12 in a manner that will help students learn the English language so that they can better understand classroom assignments and daily activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Works with teachers to establish the Curriculum, Scope and Sequence for the ELL Program.
- Coordinates student placement in ELL classes and acts as a liaison with principals and regular teachers concerning scheduling.
- Works with ELL teachers to select appropriate texts and materials and establish ELL grading procedures.
- Coordinates LEP (Limited English Proficiency) testing and distribution of results.
- Works with Director of Pupil Accounting to collect LEP and bilingual enrollment data.
- Maintains appropriate translation resources available to assist with classroom, office and special education needs.
- Provides in-service training concerning LEP, ELL and bilingual education to staff and parents.
- Maintains data and prepares documents concerning child counts, programming, student progress, and others as assigned.
- Maintains contact with all site principals, counselors and teachers with students in the program.
- Works with Director of Transportation to assure transportation needs of ELL students are met.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor of Arts degree with teaching experience preferred. Experience in ELL program preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate with bilingual endorsement preferred.

LANGUAGE SKILLS: Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and manuals. Ability to speak effectively before administration, staff, parents and students. Ability to communicate orally and in writing in English and Spanish.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on District and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; both in oral and written communication, including development, interpretation and translation of forms and documents.

The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being and work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud. The employee is directly responsible for safety, well-being and work output of other people.

Union Public Schools Job Description

Position Title: English Language Learner (ELL)
Department: Teaching and Learning
Reports To: Director of Federal Programs

FLSA Designation: Exempt

SUMMARY: Primary responsibility is helping students learn the English language so that they can better understand classroom assignments and daily activities. Also responsible for instructing students in activities designed to promote social, physical, and intellectual growth with daily subject matters and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree. Experience in ELL program preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with bilingual endorsement preferred.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance and thorough knowledge of subject matter taught.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: English Teacher
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter of English and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate and with appropriate English endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Family & Consumer Science Teacher
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter of Family & Consumer Sciences and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate and with appropriate Family & Consumer Sciences endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Foreign Language Teacher
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter of Foreign Language and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintain consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate and with appropriate Foreign Language endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Teacher, High School (9th, 10th, 11th and/or 12th)
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with an appropriate endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Homebound Teacher
Department: Teaching and Learning
Reports To: Executive Director for Elementary or Secondary Education

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate and with appropriate endorsements.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Industrial Education Teacher
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter of Industrial Education and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate and with appropriate Trade & Industrial Education endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Kindergarten Teacher
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with an Early Childhood endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Language Arts Teacher
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter of English and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate and with appropriate endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Mathematics Teacher
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter of Mathematics and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with the appropriate endorsement in Mathematics.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance and thorough knowledge of subject matter taught.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Teacher, Middle School (6th, 7th, and/or 8th)
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties as assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with an appropriate endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Music Teacher
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter of Music and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with the appropriate endorsement in Music.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance and thorough knowledge of subject matter taught.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Teacher, Native American
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs Native American students in activities designed to promote social, physical, and intellectual growth in the subject matter and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the Native American students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of Native American students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages Native American students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of Native American students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to Native American students and their parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with an appropriate endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Occupational Education Teacher
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter of Occupational Education and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with the appropriate endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance and thorough knowledge of subject matter taught.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Physical Education Teacher
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter of Physical Education and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties as assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate and with appropriate endorsements in Physical Education/ Health.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Pre-Kindergarten Teacher
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with an Early Childhood endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Science Teacher
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter of Science and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate and with appropriate Science endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Social Studies Teacher
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter of Social Studies and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and --in harmony with the goals --establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate and with appropriate Social Studies endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Teacher, Special Education
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter and skills that will contribute to their development as mature, able and responsible men and women. Also responsible for planning instruction and/ or adaptation of the educational program to enable students to benefit from educational experiences.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with Special Education Endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Vocational Education Teacher
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter of Vocational Education and skills that will contribute to their development as mature, able and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Teaches District approved curriculum.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Encourages students to set and maintain standards of classroom behavior.
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of District specialists as required.
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulations.
- Assessable to students and parents for education-related purposes outside the instructional day.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Student, student aides and parent helpers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's Degree

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with the appropriate Career and Technology endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance and thorough knowledge of subject matter taught.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Union Public Schools Job Description

Position Title: Testing and Data Specialist
Department: Teaching and Learning
Reports To: Director of Student Achievement

FLSA Designation: Exempt

SUMMARY: To provide leadership and service through the coordination of district and state assessment programs and production of data analysis reports

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Works with administrators, faculty and testing coordinators to administer state testing program, including paper/pencil and online testing.
- Collaborates with instructional specialists and faculty to implement district assessments.
- Utilizes and supports assessment software (such as Benchmark) for district testing.
- Utilizes and supports the use of other assessment software as assigned (such as the Renaissance Place suite of applications).
- Maintains records, verifies accuracy and supports the distribution of various assessment related reports such as district and state CRT, API/AYP, ACT, SAT, EXPLORE and PLAN.
- Assists in evaluating instructional programs, practices and strategies through the use of data collection and analysis as a part of the pyramid response to intervention process.
- Utilizes and supports data warehouse and analysis software (such as IQ, Crystal Reports and SPSS) to aggregate, analyze and disaggregate student data.
- Provides data reports for administrators and faculty as requested to support data analysis and action research in the district.
- Collaborates with information technology staff in support and administration of the software used for data analysis and assessment.
- Utilizes national, state and district assessment data to promote student learning.
- Designs and delivers innovative professional development in data analysis and assessment.
- Assists in communicating findings of data analysis with the community and parents through reports.
- Stays informed on new information and current trends in educational assessment at the state, district, school and classroom level.
- Participates in relevant professional development.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree required. Master's degree preferred. Experience with student information systems, Crystal Reports, assessment software and data analysis tools such as SPSS.

CERTIFICATES, LICENSES, REGISTRATIONS: Teaching certificate preferred, but not required.

LANGUAGE SKILLS: Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and manuals. Ability to speak effectively before administration, staff, parents and students. Ability to communicate orally and in writing.

MATHEMATICAL SKILLS: Ability to analyze and interpret statistical data and to communicate clearly to administrators and teachers. Ability to compile, summarize and disaggregate data using various software applications and other tools. Ability to apply inferences from statistical data to educational practice.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program. Ability to plan and implement professional development based on District objectives. Ability to meet multiple demands from several departments. Ability to establish and maintain effective relationships with administrators, faculty, and parents; both in oral and written communication.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to bend or twist at the neck more than the average person. While performing the duties of this job, the employee will push or lift up to 50 pounds such as boxes of books, testing materials and AV/VCR carts. The employee is directly responsible for safety, well-being and work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud.