

**FRASER PUBLIC SCHOOLS
FRASER, MICHIGAN**

TITLE: **School Psychologist**

QUALIFICATIONS:

- Master's degree from Accredited University in School Psychology required.
- Nationally Certified School Psychologist preferred.
- Preliminary School Psychologist certification permitted, Fully Certified School Psychologist preferred.

REPORTS TO: Director of Special Education and/or Building Administrator

SUPERVISES: Not Applicable

JOB GOAL: To help students to attain the fullest possible educational experience from school by promoting their sense of self-worth.

ASSIGNED RESPONSIBILITIES:

I. General:

1. Provide individual and group services to children and/or parents that emphasize improved educational performance and/or conduct.
2. Screen and evaluate referred children including selecting appropriate instruments, administering tests, observations, and writing reports which state the evaluation findings and provide for educational program recommendations.
3. Participate as a member of the multi-disciplinary team and the Individualized Education Program (IEP) committee contributing evaluation findings and collaborating on the child's educational plan.
4. Provide collaborative consultation and documentation of results including assisting basic education staff with suggestions and implementation of the Response to Intervention (RTI), pre-referral intervention strategies, and providing recommendations and modifications to assist basic education staff in working with special education students in the classroom setting.
5. Consult with parents, teachers, and other appropriate staff regarding the child's program and any adaptations/materials needed to facilitate improved performance in the classroom or at home.
6. Provide direct services through a variety of methods (e.g. classroom presentations, co-teaching in general education settings, in-services to staff/parents, etc.) as needed.
7. Maintain appropriate data on students to document current levels of performance and other pertinent information. Re-evaluate, as appropriate, to determine extent of progress and effectiveness of therapy.

8. Establish and monitor the necessary caseloads, procedures, and resources to manage school psychologist services to students/staff and work cooperatively to accomplish the goals of the IEP.
9. Supervise assigned para-educators.
10. Adhere to the ethical standards and codes of the profession and to the established rules, regulations, and laws governing special education programs. Participate in activities that promote professional development and use clinical/educational research to enhance therapy services.

II. Professional Growth and Responsibilities:

1. Supports and implements District policies, regulations, procedures, and administrative directives; demonstrates loyalty to the District and other administrators. Supports and follows the policies and procedures of the school districts served.
2. Submits records, reports and assignments promptly and efficiently.
3. Deals with obstacles and constraints positively.
4. Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
5. Seeks and takes advantage of opportunities for professional growth.
6. Maintains dress and appearance appropriate to a professional office setting.

III. Other:

- A. Assists with other responsibilities as assigned by the Superintendent or Designee.

TERMS OF EMPLOYMENT: Ten (10) month year. Salary and work year to be established by the Board of Education

Regular and reliable attendance is an essential job function.

EVALUATION: The Director of Special Education and/or his designee will evaluate performance of this job annually.

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any duties requested by his or her management that generally fit into the job expectations.

Essential Functions of the job as per the Americans with Disability Act (ADA)

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Revision Date 12/2/2015

**FRASER PUBLIC SCHOOLS
FRASER, MICHIGAN**

TITLE: **Credit Recovery Hybrid Secondary Math Teacher – Summer Course
Fraser High School**

QUALIFICATIONS:

- Must have an active teacher certificate in Math
- Proven experience in teaching Math
- Must be able to communicate effectively with students, staff, and parents

REPORTS TO: **Building Principal or designee**

SUPERVISES: **All Students**

JOB GOAL: To lead students toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation..

ASSIGNED RESPONSIBILITIES:

- Assist students in mathematics as they work through an online mathematics program.
- Enroll, monitor, and update students on their progress frequently throughout the class.
- Plans and prepares for classes assigned, and shows written evidence of preparation upon request of immediate superior.
- Employs a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved, and the physical limitations of the location provided.
- Strives to implement by instruction and action the district's philosophy of education and instructional goals, objectives, and content, as outlined in the appropriate course of study.*
- Diagnoses student and class educational needs.*
- Plans instructional goals, objectives, and methods and cooperates with other members of the staff in achieving these aims.*
- Evaluates student and class progress on a regular basis.*
- Develops, organizes and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.
- Establishes and maintains standards of classroom behavior, as approved by the Building Principal.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.*
- Maintains accurate, complete and correct records as required by law, district policy, and administrative regulation.*
- Assists in upholding and enforcing school rules, administrative regulations and Board of Education policy.*
- Makes provision for being available to students and parents for education related purposes during and outside the instructional day when required or requested to do so.*
- Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all students.*
- Performs such other tasks and assumes such other responsibilities as the Building Principal may assign.

TERMS OF EMPLOYMENT:

6/25/18 through 8/2/18
No school during the week of July 4th
5 hours a day (1 of which is prep-time)
4 days per week
2 sessions: 9:00-11:00am and 11:30am-1:30pm
A total of 20 days

SALARY:

\$30.00 per hour

EVALUATION:

In accordance with the State of Michigan laws and policies.

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***Essential Functions** of the job as per the Americans with Disability Act (ADA)

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Revision Date 05/04/15

**FRASER PUBLIC SCHOOLS
FRASER, MICHIGAN**

TITLE: Title I – Targeted School Programming Coordinator

QUALIFICATIONS:

- Current Michigan teaching certificate preferred or Ancillary Certificate
- Must have experience at the elementary school level and experience in a variety of leadership(roles.
- Demonstrates the ability to provide quality leadership and management.
- Demonstrates excellent communication skills.
- Demonstrates a conceptual understanding of human growth and development, learning theories and teaching methodologies.
- Demonstrates skill and sensitivity in working with all members of the school community.
- Demonstrates the ability to plan, organize and execute the full range of intervention tasks associated with the operation of a targeted Title I building.

REPORTS TO: Building Principal

SUPERVISES: All Title I Students

JOB GOAL:

Responsible for all matters related to student intervention as it applies to targeted Title I academic and behavioral programming. This person also works in conjunction with the building intervention team. In addition, this role includes working as a part of the Positive Behavior Intervention Support (PBIS) team and Multi-tiered System of Support (MTSS) process (for both Reading and Math) as well as gathering and reviewing data to present to the principal to make instructional design decisions to support the Title I learners in the building.

ASSIGNED RESPONSIBILITIES:

1. Develops relationships, interventions, and support to the Title I student population.
2. Supports the strategic plan of the District and Mark Twain Elementary.
3. Develops, implements, administers and evaluates the attendance program for the Title I population.
4. Works with teachers and social workers in resolving Title I student attendance, academic, and behavioral issues.
5. Works in an intervention role with staff to handle potential referrals related to Title I student attendance and classroom discipline.
6. Works in a supervisory role with Title I staff and is responsible for disciplinary matters and referrals related to Title I student classroom discipline and attendance.
7. Counsels with Title I students and their parents with respect to delinquency, academic, and behavior problems.
8. Develops reports to review data using Data Director, AIMSWEB, SWIS, and PowerSchool to

- identify Tier 2 and Tier 3 students as it pertains to academics and behavior of Title I students.
9. Develops protocols and behavior plans to assist with Title I students to ensure appropriate programming support.
 10. Reviews progress monitoring data regularly of Title I students that are receiving T2 and T3 support.
 11. Assists in the annual process of scheduling Title I students.
 12. Assists in supervision of evening events and activities to build culture with Title I students.
 13. Performs all other duties as requested by the principal.

TERMS OF EMPLOYMENT:

In accordance with Fraser Education Association (FEA) negotiated contract. This position will be funded by Title I funds that may fluctuate from year-to-year.

EVALUATION:

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Revision Date 05/29/18

**FRASER PUBLIC SCHOOLS
FRASER, MICHIGAN**

TITLE: CTE – MECHANICAL DESIGN/CAD & ENGINE TECHNOLOGY TEACHER

QUALIFICATIONS:

- Must have an active teacher certificate :
 - Must possess at least one of the following: Standard CTE Certificate, Professional CTE Certificate, or be eligible for an Annual CTE Authorization.
 - Must possess VT endorsement.
 - Additionally IX/TX endorsement is preferred.
- Proven experience in teaching Mechanical Design/Engine Technology preferred.
- Must be able to communicate effectively with students, staff, and parents.

REPORTS TO: FHS Principal

SUPERVISES: All Students

JOB GOAL: To lead all students toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation.

ASSIGNED RESPONSIBILITIES:

- Plans and prepares for classes assigned, and shows written evidence of preparation upon request of immediate superior.
- Employs a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved, and the physical limitations of the location provided.
- Strives to implement by instruction and action the district's philosophy of education and instructional goals, objectives, and content, as outlined in the appropriate course of study.
- Diagnoses student and class educational needs.
- Plans instructional goals, objectives, and methods and cooperates with other members of the staff in achieving these aims.
- Evaluates student and class progress on a regular basis.
- Develops, organizes and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.
- Establishes and maintains standards of classroom behavior, as approved by the Building Principal.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete and correct records as required by law, district policy, and administrative regulation.
- Assists in upholding and enforcing school rules, administrative regulations and Board of Education policy.
- Makes provision for being available to students and parents for education related purposes during and outside the instructional day when required or requested to do so.
- Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all students.
- Provides for their own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of high learning.

- Performs such other tasks and assumes such other responsibilities as the Building Principal may assign.

TERMS OF EMPLOYMENT: 2018-2019 School Year

Regular and reliable attendance is an essential job function.

SALARY: In accordance with the negotiated contract.

EVALUATION: In accordance with the State of Michigan laws and policies.

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Essential Functions of the job as per the Americans with Disability Act (ADA)

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Revision Date 5/29/18

**FRASER PUBLIC SCHOOLS
FRASER, MICHIGAN**

TITLE: CTE – ELECTRONICS & WOODWORKING TEACHER

QUALIFICATIONS:

- Must have an active teacher certificate :
 - Must possess at least one of the following: Standard CTE Certificate, Professional CTE Certificate, or be eligible for an Annual CTE Authorization.
 - Must possess VT endorsement.
 - Additionally IX/TX endorsement is preferred.
- Proven experience in teaching Electronics/Woodworking preferred.
- Must be able to communicate effectively with students, staff, and parents.

REPORTS TO: FHS Principal

SUPERVISES: All Students

JOB GOAL: To lead all students toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation.

ASSIGNED RESPONSIBILITIES:

- Plans and prepares for classes assigned, and shows written evidence of preparation upon request of immediate superior.
- Employs a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved, and the physical limitations of the location provided.
- Strives to implement by instruction and action the district's philosophy of education and instructional goals, objectives, and content, as outlined in the appropriate course of study.
- Diagnoses student and class educational needs.
- Plans instructional goals, objectives, and methods and cooperates with other members of the staff in achieving these aims.
- Evaluates student and class progress on a regular basis.
- Develops, organizes and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.
- Establishes and maintains standards of classroom behavior, as approved by the Building Principal.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete and correct records as required by law, district policy, and administrative regulation.
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- Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all students.
- Provides for their own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of high learning.

- Performs such other tasks and assumes such other responsibilities as the Building Principal may assign.

TERMS OF EMPLOYMENT: 2018-2019 School Year

Regular and reliable attendance is an essential job function.

SALARY: In accordance with the negotiated contract.

EVALUATION: In accordance with the State of Michigan laws and policies.

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Revision Date 05/29/18

**FRASER PUBLIC SCHOOLS
FRASER, MICHIGAN**

TITLE: Business Teacher – .5 FTE

QUALIFICATIONS:

- Must have an active teacher certificate:
 - Must possess at least one of the following: Standard CTE Certificate, Professional CTE Certificate, or be eligible for an Annual CTE Authorization.
 - Must possess GQ, GX, VM, or VB endorsement.
- Proven experience in teaching Accounting/MS Office/Personal Law preferred.
- Must be able to communicate effectively with students, staff, and parents.

REPORTS TO: FHS Principal

SUPERVISES: All Students

JOB GOAL: To lead all students toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation.

ASSIGNED RESPONSIBILITIES:

- Plans and prepares for classes assigned, and shows written evidence of preparation upon request of immediate superior.
- Employs a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved, and the physical limitations of the location provided.
- Strives to implement by instruction and action the district's philosophy of education and instructional goals, objectives, and content, as outlined in the appropriate course of study.*
- Diagnoses student and class educational needs.*
- Plans instructional goals, objectives, and methods and cooperates with other members of the staff in achieving these aims.*
- Evaluates student and class progress on a regular basis.*
- Develops, organizes and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.
- Establishes and maintains standards of classroom behavior, as approved by the Building Principal.
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- Provides for their own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of high learning.
- Performs such other tasks and assumes such other responsibilities as the Building Principal may assign.

TERMS OF EMPLOYMENT: 2018-2019 School Year

Regular and reliable attendance is an essential job function.

SALARY:

In accordance with the negotiated contract.

EVALUATION:

In accordance with the State of Michigan laws and policies.

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Revision Date 05/29/18