

**Guidelines of
the Program
2023-24**

**PERSONNEL
EVALUATION
PLAN**

**LIVINGSTON PARISH
PUBLIC SCHOOLS**

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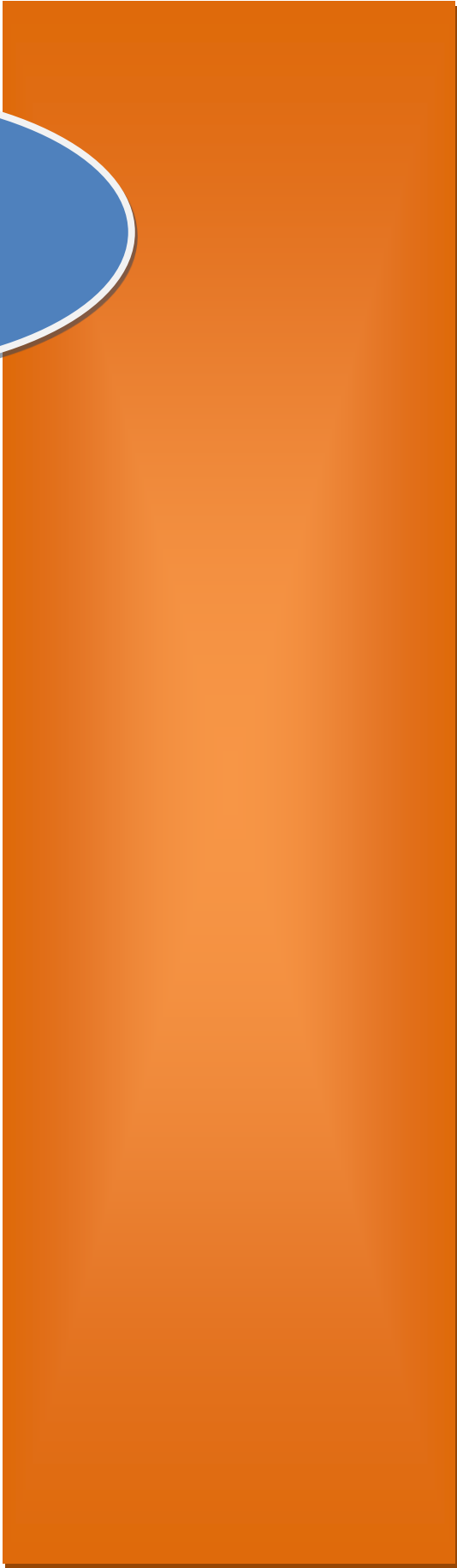
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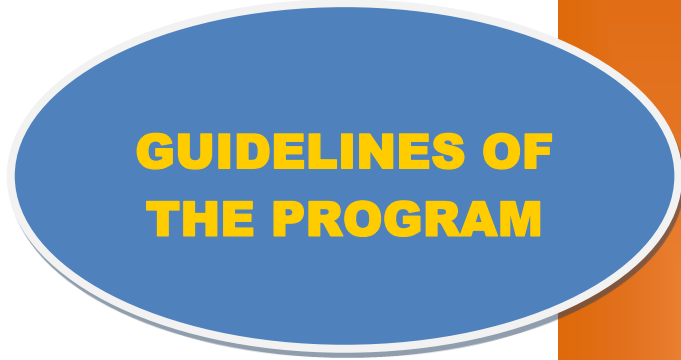


OVERVIEW

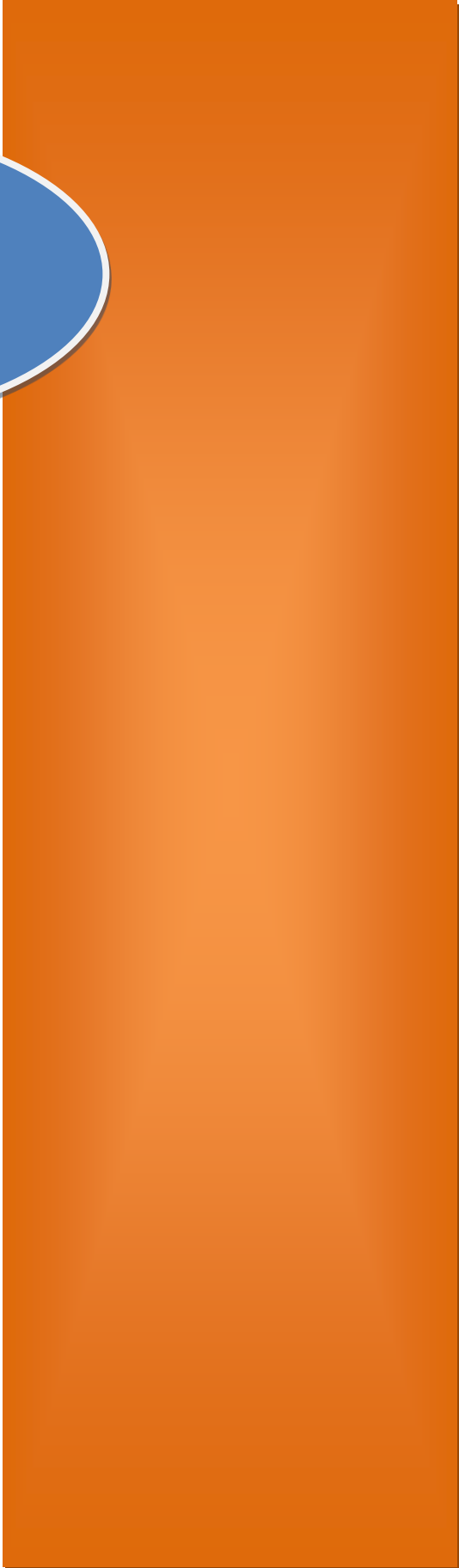


Overview

In order to ensure an excellent school system, one that provides opportunities for all children to learn, the Livingston Parish Public School System (LPPSS) has developed a philosophy of work for its employees. This system recognizes that if it is to provide an excellent educational environment for its students, it must also provide an environment conducive to professional growth for its employees: one that is related to educational goals at the State level as well as the district and school building level; one that stimulates creativity and encourages new ideas; one that is flexible enough to allow for employee originality and experimentation; and one that nurtures the development of the highly effective educator as well as support for the professional development of the new educator. These guidelines are derived from Bulletin 130: *Regulations for the Evaluation and Assessment of the School Personnel*.



**GUIDELINES OF
THE PROGRAM**



Guidelines of the Program

- A. As required by R.S. 17:391.2, et seq., all local educational agencies (LEAs) in Louisiana developed accountability plans to fulfill the requirements as set forth by the laws. Specifically, Act 621 of 1977 established school accountability programs for all certified and other professional personnel. Act 9 of 1977 established a statewide system of evaluation for teachers and principals. Act 605 of 1980 gave the Louisiana Department of Education (LDE) the authority to monitor the LEAs' personnel evaluation programs. Act 54 of 2010 requires that measures of student growth be incorporated into teachers' and administrators' evaluations and represent fifty percent of their final rating. In addition, Act 54 of 2010 requires that all teachers and administrators receive annual evaluations. In passing these Acts, it was the intent of the legislature to establish within each LEA a uniform system for the evaluation of certified and other professional personnel.

The makeup of the committee shall be as follows: Elementary Teacher (Preschool – Grade 5) Middle School Teacher (Grades 6-8) Special Education Teacher (Preschool – Grade 12) Other (School Counselor, Librarian, Social Worker, Assessment Teacher, etc.) Elementary Administrator (Superintendent's Designee) Middle School Administrator High School Administrator High School Teacher Central Office Contact Person

- B. The guidelines to strengthen local teacher evaluation programs include the Louisiana Components of Effective Teaching and were entitled "Toward Strengthening and Standardizing Local School Districts' Teacher Evaluation Programs." The guidelines were approved by the Louisiana Board of Elementary and Secondary Education (BESE) in September 1992. These guidelines along with the requirements of the local accountability legislation form the basis for the local evaluation programs.

C. BESE also authorized the convening of the Louisiana Components of Effective Teaching (LCET) Panel in spring of 1992. The charge of the panel was to determine and to define the components of effective teaching for Louisiana's teachers. Reviewed and revised in the late 90s and 2002, the components are intended to reflect what actually takes place in the classroom of an effective teacher. The original 35 member panel was composed of a majority of teachers. The resulting *Louisiana Components of Effective Teaching*, a descriptive framework of effective teacher behavior, was intended to be a uniform element that served as evaluation and assessment criteria in the local teacher evaluation programs.

D. In 1994, Act I of the Third Extraordinary Session of the 1994 Louisiana Legislature was passed. Act I amended and reenacted several statutes related to Local Personnel Evaluation. In April 2000, Act 38 of the Extraordinary Session of the 2000 Louisiana Legislature was passed. Act 38 amended, enacted, and repealed portions of the legislation regarding the local personnel evaluation process. While local school districts are expected to maintain the elements of the local personnel evaluation programs currently in place and set forth in this document, Act 38 eliminated the LDE's required monitoring of the local implementation. Monitoring of local personnel evaluation programs is to occur as requested by BESE.

E. In August 2008, BESE approved the *Performance Expectations and Indicators for Education Leaders* to replace the *Standards for School Principals in Louisiana, 1998* as criteria for principal evaluation.

Purposes of Personnel Evaluation

The **Livingston Parish Public School System** recognizes the need to fully implement Bulletin 130—Regulations for the Evaluation and Assessment of School Personnel if it is to fulfill the expectations of this community and the State of Louisiana.

The philosophy of the **Livingston Parish Public School System** stems from the belief that all students can learn, that good teaching increases the opportunities for learning, and that a collegial, collaborative relationship between an evaluatee and evaluator creates the appropriate climate for effective teaching. To support this relationship, the purposes of the evaluation program are explained and discussed with all evaluatees.

The purposes of the Livingston Parish personnel evaluation and assessment are as follows:

1. to support performance management systems that ensure qualified and effective personnel are employed in instructional and administrative positions.
2. to enhance the quality of instruction and administration within the Livingston Parish Public School System
3. to provide procedures that are necessary to retain effective teachers and administrators and to strengthen the formal learning environment; and
4. to foster continuous improvement of teaching and learning by providing opportunities for targeted professional development.

Staff Involvement in the Personnel Evaluation Program

Framework for the LPPS Personnel Evaluation Programs

A. **The Livingston Parish Public School System** has the responsibility of providing a program for the evaluation of certified and other professional personnel employed within the system.

B. The Local Personnel Evaluation Plans defined by the School Board shall include, at a minimum, the following elements:

1. Job Descriptions. Job descriptions for every category of teacher and administrator which contain the criteria by which the teacher and administrator shall be evaluated. The LPPSS has established a job description for every category of certified and other professional personnel pursuant to the personnel accountability plan. LPPSS provides emailed or hard copies of job descriptions to all certified and other professional personnel prior to employment, no later than **October 1st** or no later than thirty (30) working days of a late hire, change in position, or change in any performance expectations of a position. The job descriptions of teacher have the Louisiana Components of Effective Teaching included and job descriptions of building-level principals and assistant principals have the Performance Expectations and Indicators for Educational Leaders. Job descriptions must be reviewed annually; current signatures must be on file at the central office in the single official file to document the annual review and/or receipt of the job descriptions. All originals of the job descriptions must be signed by the employee no later than **October 15th** of each year. The originals must be sent to the Human Resources office no later than **October 31st** of each year.
2. Professional Growth Planning Process. The Livingston Parish Public School System shall design and provide guidelines for teachers, administrators, and other certified & other professional personnel to develop a professional growth plan (PGP) with their evaluators. The PGPs must be designed to assist each evaluatee in demonstrating effective performance, as defined by Bulletin 130. Each PGP will include objectives as well as the strategies that the evaluatee intends to use to attain each objective. The PGP will be reflective of the job description for the position which the employee is assigned and will strengthen or enhance his/her job performance. PGPs must be completed no later than October 15th for employees hired at the beginning of the school year. Employees hired after that date will develop PGP's with their evaluator within thirty (30) working days of their date of hire or promotion to their to a new position. All teachers, administrators, and certified & other professional personnel will complete a one year PGP each school year; therefore, a PGP is to be reviewed and updated annually. It is the responsibility of the evaluator to collaborate with the evaluatee in the development of the PGP. A PGP can be revised before completion after discussion between the evaluatee and the evaluator. The evaluator and the evaluatee must sign and date each PGP when it is initiated, updated, reviewed, or completed. Typically, a PGP contains objectives and activities designed to enhance or to improve the evaluatee's professional performance, student achievement/learning, and/or instructional/professional practices. The evaluatee and evaluator develop objectives collaboratively to meet the needs of each individual and/or school's goals and priorities. A Objectives that are part of an Intensive Assistance Plan (IAP) can be mandated as long as there is reasonable attempt at collaboration with the evaluatee. Each objective must include a plan of action to guide the evaluatee's professional development. The objectives must contain observable evaluation criteria that can be used to measure the extent to which each objective has been achieved. The criteria for evaluating completion of a PGP objective should show clearly how achievement of the objective would impact the quality of job performance, professional growth, student achievement/learning, and or instruction.

When the evaluatee and the evaluator agree on a collaboratively developed PGP for the evaluatee, then both sign and date the PGP at the initiation. The evaluator retains the original and the evaluatee is give a copy. When the evaluator prepares an evaluation, both the evaluatee and evaluator must analyze achievement of objectives in the PGP and the impact of professional development on the evaluatee, student achievement of objectives in the PGP and the impact of professional development on the evaluatee, student achievement/learning, and school goals and priorities. Progress made in professional development is described on the PGP Form and both the and the evaluatee must sign and date the completed form. During ongoing formative and summative annual end of the year reviews of progress made towards PGP objective and activity attainment, the evaluatee is required to submit documentation to support completion of the PGP activities and objective attainment with significant impact on student achievement/learning, professional growth, and/or instruction.

The actual documentation should not be forwarded to the Office of Human Resources; however, copies of the documentation should be kept at the school level. The originals of all completed PGP Forms are to be forwarded to the central to be included in the employee's single official personnel file at the central office.

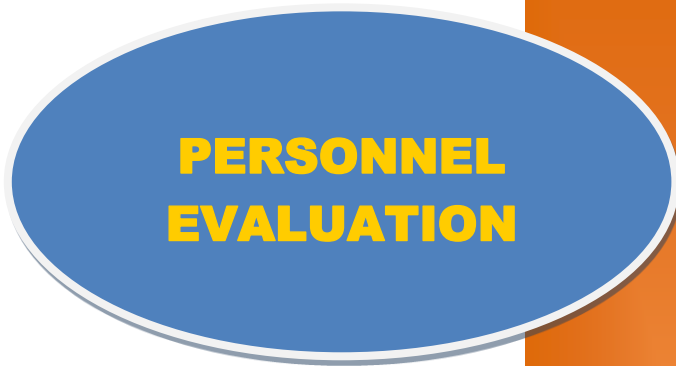
3. Observation/Data Collection Process. The evaluator or evaluators of each evaluatee shall conduct a minimum of one formal, announced observation and at least one other informal observation of instructional practice per academic year. Each formal teacher observation must last at least one complete lesson.

Additional evidence, such as data from periodic visits to the school and /or classroom as well as written materials or artifacts, may be used to inform evaluation. It is strongly suggested that all evaluates newly hired to the LPPSS after the start of the school year and/or fiscal year, and those who transfer to a new site and/or who start a new position, be observed formally and /or informally with forty (40) working days of hire, transfer, or in new position. All observations/evaluations must be completed no later than May 30th. The original signed copy of the final evaluation shall be forwarded to the Human Resources Department as well as a copy to the Director of Curriculum for placement in the teachers record.

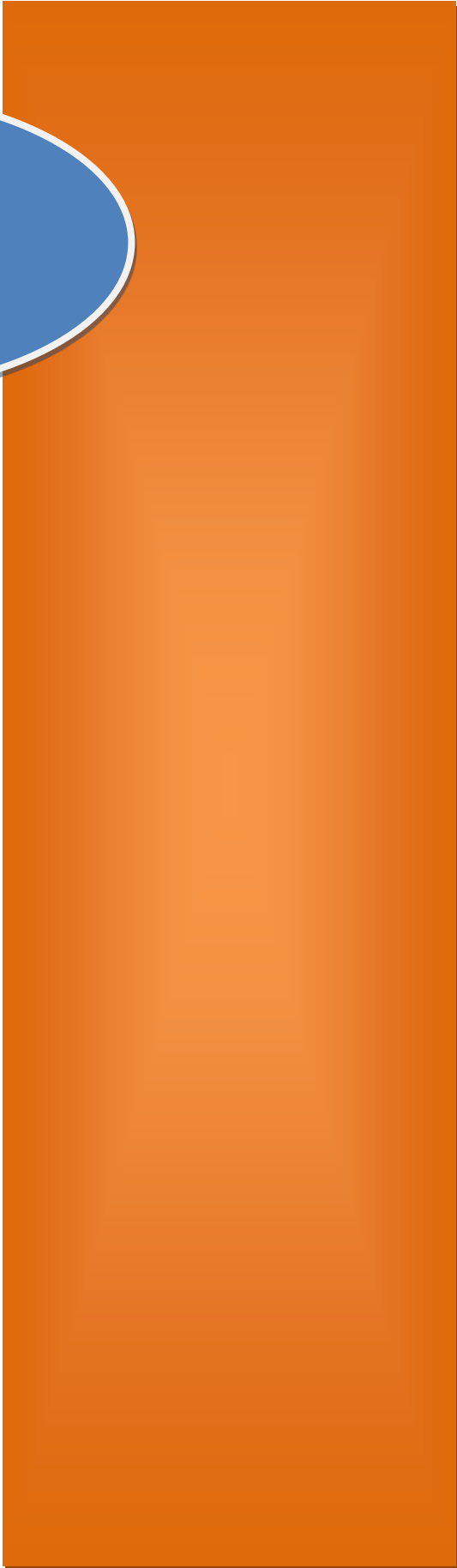
The purpose of the observation process is to determine how well the employee is performing based on the evaluation criteria in the job description and progress toward achieving the objectives in the evaluatee's PGP. The observer(s) and/or evaluator(s) should use the observations as communication and management tools to recognize excellence and to promote improvement. The observer(s) and/or evaluator(s) can write narrative descriptions, use checklists and/or use scripting to identify things the evaluatee is doing well and recommend ways performance can be improved.

If an Intensive Assistance Plan (IAP) is necessary, it ideally should be discussed by the evaluator and the evaluatee at the post-observation conference; however, another more appropriate time may be needed to discuss and IAP. The assistance is initiated by notifying the evaluatee of the IAP to provide assistance and by conferring with the evaluatee to discuss objectives, strategies and/or activities, timelines, resources, and other appropriate parts of the IAP that will be used to assist the employee in improving performance.

Principals, Assistant Principals, Designees and other appropriate observers and/or other appropriate evaluators who have been trained through the established training proved by or under the auspices of the LDOE, are responsible for conducting and submitting observations and evaluations by the required date each school year. The **Livingston Parish Public School System** shall make every effort to ensure that all observers and all evaluators receive continuous staff development to implement the Personnel Accountability process with fidelity.



**PERSONNEL
EVALUATION**



Instructional Employees

The observer and evaluator of each teacher, administrator, and/or other certified & professional personnel shall conduct a pre-observation conference for formal observation, during which the evaluatee shall provide the evaluator with relevant information. The evaluatee shall provide information concerning the planning of the lesson to be observed as well as any other information the evaluatee considers pertinent. The formal observations shall occur at a time and place established in advance, shall be of sufficient duration to provide meaningful data which, in case of an evaluatee, shall be not less than the duration of one complete lesson. In the case of an evaluatee, the observation shall be conducted using the *Louisiana Components of Effective Teaching*, as well as additional local board criteria included in the job description. In terms of classroom visitations and/or worksite/informal observations, the observer(s) and/or evaluator(s) may, on his/her/their own initiative or upon the request of an evaluatee who has been observed and/or evaluated, periodically visit the evaluatee to monitor progress toward achievement of PGP objectives and provide support or assistance.

The following observation procedures, which are not solely the only procedures to be followed, should be adhered to:

- a. Teaching is evaluated through periodic classroom observations and evaluations.
- b. The observer(s) and/or evaluator(s) hold a pre-observation conference, at a mutually agreed upon time between the evaluatee and the observer(s) and/or evaluator(s), at an appropriate time and in an appropriate setting to review the evaluatee's lesson plan. This does not preclude the observer(s) and/or evaluator(s) from making unannounced classroom visitations/observations.
- c. The observer(s) and/or evaluator(s) plan the observation to see a lesson begin, develop, and culminate; however, this does not mean that a lesson that takes place during a block schedule must take the entire time of the block period.
- d. As soon as possible after the observation, but no later than **15 working days** following the observation, the observer(s) and/or evaluator(s) holds a post-observation conference to discuss and analyze the lesson as well as to prepare an observation/evaluation report. Failure to hold the post-observation conference within five working days following the observation voids the observation. As a result of the voidance of the observation, another formal observation must be rescheduled to remain in compliance. It is strongly recommended that feedback debriefing and/or emailed feedback for walkthroughs and informal observations be done as immediately as possible so that evaluatees may best benefit from the feedback at the most immediate time needed to promote improvement and growth. The observation form must contain specific areas for improvement and appropriate recommendations for improvement. In addition to indicating the areas that need improvement, at the post-observation, the observer and/or evaluator must give specific, concrete, strategies, action plans, and activities to promote improvement and growth. The observer(s) and/or evaluator(s) and the evaluatees must sign and date the appropriate form. The evaluatee's signature and date means that he/she has read the form. A signature and date does not mean the evaluatee agrees or disagrees with the contents. Should the evaluatee refuse to sign the formal or informal observation form, this should be documented on the form and witnessed by a third party. The originals of all signed and dated formal and informal/worksite observations are forwarded to the Office of Human Resources for placement in the evaluatee's single official central office personnel file. Copies must be retained by the evaluator and by the evaluatee.
- e. The primary purpose of classroom observations is to afford a basis on the commendable strengths and areas identified as needing improvement. Observer(s) and/or evaluator(s) should ideally refer to classroom observation data in preparing the written observation report using listed evaluation criteria.

Follow-up announced or unannounced informal classroom visitations/worksite observations and observations are conducted to reinforce positive practices and to determine how recommendations have impacted the quality of the teaching-learning process.

Professional Development and Support. The Livingston Parish Public School System shall provide multiple opportunities for teachers and administrators to receive feedback, reflect on individual practice, and consider opportunities for improvement throughout the academic year, and shall provide intensive assistance plans to teachers and administrators, according to the requirements set forth in Bulletin 130.

Grievance Process. A description of the procedures for resolving conflict and/or grievances relating to evaluation results in a fair, efficient, effective, and professional manner shall be included in the process.

In addition to the criteria shown on job descriptions for teachers and other certified professionals, the following information will be used as evaluation criteria by **Livingston Parish Public School System**.

A. Personnel evaluation for teachers and administrators shall be composed of two parts. Fifty percent of the evaluation shall be composed of applicable measure(s) of growth in student learning. The remaining 50 percent shall be based upon a qualitative assessment of teacher or administrator performance.

1. For teachers, the 50 percent of the evaluation based upon growth in student learning shall measure the growth of their students according to a pre-determined assessment method, using the value-added model, where available, and alternate measures of student growth according to state guidelines, where value-added data are not available. For administrators, the 50 percent of the evaluation based upon growth in student learning shall incorporate a school-wide measure of growth.
2. The 50 percent of the evaluation that is based on a qualitative measure of teacher and administrator performance shall include a minimum of one formal, announced observation or site visit and at least one other informal observation or site visit. This portion of the evaluation may include additional evaluative evidence, such as walk-through observation data and evaluation of written work products.

B. The combination of the applicable measure of growth in student learning and the qualitative assessment of performance shall result in a composite score used to distinguish levels of overall effectiveness for teachers and administrators.

Non-Instructional Employees

Until the development of a growth measure for all categories of certified and other professional personnel, annual evaluation for these personnel, according to their job description expectations, shall include:

- 1) At least one formal observation;
- 2) Professional Growth Plan;
- 3) And other appropriate measures such as, but not limited to: attendance, punctuality, student data, informal observations, and other appropriate factors;

With these employees, any employee who performs at an “ineffective/needs improvement/unsatisfactory” level on the first formal observation may have at least one additional formal observation.

Measures of Growth in Student Learning - Value-Added Model

A. A value-added model shall be used to measure student growth for the purposes of teacher and administrator evaluation, where available.

B. The value-added model shall be applied to grades and subjects that participate in state-wide standardized tests and for which appropriate prior testing data is available. The value-added model shall not be applied for the purposes of evaluation in any cases in which there are fewer than 10 students with value-added results assigned to an educator.

C. The value-added model shall be a statistical model approved by the Board for linking academic gains of students to teachers in grades and subjects for which appropriate data are available.

D. The value-added model shall take into account the following student-level variables: 1) prior achievement data that are available up to three years, 2) gifted status, 3) section 504 status, 4) attendance, 5) disability status, 6) eligibility for free or reduced priced meals, 7) limited English proficiency, and 8) prior discipline history.

E. Classroom composition variables shall also be included in the model.

F. Additional specifications relating to the value-added model shall be adopted by the Board, in accordance with R.S. 17:10.1(D).

Measures of Growth in Student Learning – Non-Tested Grades and Subjects

A. The LDOE shall expand the value-added model, as new state assessments become available.

B. For teachers and administrators of non-tested grades and subjects (NTGS), for which there is little or no value-added data available, progress towards pre-determined Student Learning Targets (SLTs), as measured by state-approved common assessments, where available, shall govern the student growth component of the evaluation. SLTs shall include goals which express an expectation of growth in student achievement over a given period of time, as well as common measures for assessing attainment of those goals, such as an identified assessment and/or a body of evidence. The quality of SLTs as well as the attainment of targets shall be evaluated using a standard rubric provided by the LDOE.

C. A minimum of two student learning targets shall be identified for each teacher in NTGS. The LDOE shall provide an evaluative tool for evaluators to use in assessing the quality and attainment of SLTs.

1. State-approved common assessments shall be used as part of the body of evidence measuring students' attainment of SLTs, where available. At the beginning of each academic year, the LDOE shall publish a list of state-approved common assessments to be used in identified non-tested grades and subject areas.
2. Where no state-approved common assessments for NTGS are available, evaluatees and evaluators shall decide upon the appropriate assessment or assessments to measure students' attainment of SLTs.
3. The **Livingston Parish Public School System** may define consistent SLTs across schools and classrooms for teachers with similar assignments.

D. The LDOE shall provide annual updates to LEAs relating to:

1. The expansion of state-standardized testing and the availability of value-added data, as applicable;
2. The expansion of state-approved common assessments to be used to build to bodies of evidence for student learning where the value-added model is not available; and
3. The revision of state-approved tools to be used in evaluating SLTs.

Observation Tools

A. The **Livingston Parish School Public School System** shall utilize an observation tool to conduct a qualitative assessment of teacher and administrator performance, which shall represent the fifty (50) percent of evaluations that is not based on measures of growth in student learning.

B. Livingston Parish observation tools shall adhere to the following minimum requirements.

1. The tool for teacher evaluation shall align to the *Louisiana Components of Effective Teaching*. The tool for administrator evaluation shall align to the *Performance Expectations and Indicators for Education Leaders*, contained within **Bulletin 125—Standards for Educational Leaders in Louisiana**.
 - a. The *Louisiana Components of Effective Teaching* and the *Performance Expectations and Indicators for Educational Leaders* may be reviewed as needed by the LDOE in collaboration with educators administering the evaluation system and appropriate third parties to determine the need for modifications and their continuing utility.
 - b. The BESE Board shall approve any changes made to the *Louisiana Components of Effective Teaching* and the *Performance Expectations and Indicators for Educational Leaders*.
2. Observation tools shall provide an overall score between 1.0 and 4.0. Total scores on observation tools may include tenths of points, indicated with a decimal point.

C. The LDOE shall develop and/or identify model observation tools according to these minimum requirements, which may be adopted by LEAs.

D. If the **Livingston Parish Public School System** should decide NOT to use model observation tools developed or identified by the LDOE, the **Livingston Parish Public School System** shall submit proposed alternate tools to the LDOE for evaluation and approval. Any proposed alternate observation tools shall be submitted to the LDOE for approval.

1. With the submission of proposed alternate observation tools, the **Livingston Parish Public School System** may request a waiver to use competencies and performance standards other than those provided in the *Louisiana Components of Effective Teaching*. Such requests shall include:
 - a. a justification for how the modified competencies and performance standards will support specific performance goals related to educator and student outcomes; and
 - b. an explanation of how the **Livingston Parish Public School System** will ensure the reliability and validity of the alternate observation tool intended to measure the modified competencies and performance standards.
2. The LDOE may request revisions to proposed alternate observation tools to ensure their compliance with the minimum requirements set forth in Bulletin 130.
3. If requested, revisions to proposed alternate observation tools shall be submitted to the LDOE by the **Livingston Parish Public School System**.
4. **Livingston Parish Public Schools** proposed alternate observation tools shall be either approved or denied by the LDOE no later than August 1.
5. Should the **Livingston Parish Public School System** secure LDOE approval for use of an alternate observation tool(s), then the System need not submit them for approval in subsequent years, unless the alternate observation tool(s) is revised, the *Louisiana Components of Effective Teaching or Performance Expectations and Indicators for Educational Leaders* are revised, or revisions to this section are approved by the BESE Board.

Classified Employees:

1. Classified employees will be measured using a tool that is evaluative in nature. The employees will be observed no less than one (1) time per school year and evaluated yearly using the criteria set forth by Central Office staff with consultation from school administrators.

Standards of Effectiveness

The following Standards of Effectiveness will be used as scoring criteria by the **Livingston Parish Public School System**.

A. Teachers and administrators shall receive a final composite score on annual evaluations to determine their effectiveness rating for that academic year.

1. The 50 percent of evaluations that is based on student growth will be represented by a sub-score between 1.0 and 4.0.
2. The 50 percent of evaluations that is based on a qualitative assessment of performance will also be represented by a sub-score between 1.0 and 4.0.
3. The final composite score for teachers and administrators shall be the average of the two sub-scores and shall be represented as a score between 1.0 and 4.0.

B. The composite score ranges defining *Ineffective*, *Effective (Emerging or Proficient)* and *Highly Effective* performance shall be as follows:

Effectiveness Rating	Composite Score Range
<i>Ineffective</i>	0 to 1.49
<i>Effective: Emerging</i>	1.5 to 2.49
<i>Effective: Proficient</i>	2.5 to 3.49
<i>Highly Effective</i>	3.5 to 4.0

C. Any educator receiving a rating of *Ineffective* in either the student growth or the qualitative performance component of the evaluation shall receive an overall final rating of *Ineffective*.

Non-Instructional Certified and Other Professional Personnel

Non-Instructional certified and other professional personnel are evaluated on the basis of the standard criteria (the job description for which non-instructional personnel are held responsible) and the specific Professional Growth Plan designed by the evaluatee and the evaluator.

The evaluation criterion conforms to the guidelines listed below:

- 1) Provides for the evaluation of standard criteria that are addressed in the job description and includes a description of the standards for satisfactory performance.
- 2) Includes Standards for Performance Expectations and Indicators for Educational leaders as criteria for evaluation for all building-level administrators.
- 3) Provides for the evaluation of the criteria that is addressed in the specific Professional Growth Plan.

Induction of New Teachers

Mentor support will be provided through Livingston Parish Public School personnel evaluation process for the induction and professional growth of new teachers. The principal will appoint a tenured teacher to serve as a mentor for the new teacher. The principal and mentor will focus the efforts of the new teacher on the Louisiana Components of Effective Teaching. A concerted effort will be made to insure that new teachers are socialized in a professional manner and that they experience success in the classroom.

The Livingston Parish Public School system will provide a program of support and professional development for new teachers. New teachers will be required to attend professional development workshops on a variety of topics that will help to develop their teaching styles and techniques.

Evaluators

A. The **Livingston Parish Public School System** accountability relationships are defined clearly in writing. These relationships are communicated effectively so that all certified and other professional personnel know who is accountable to whom for the purposes of personnel evaluation as indicated by the job description that is signed by the individuals.

B. Evaluators of teachers shall be school principals, assistant principals, Elementary Designees or the evaluatee's respective supervisory level designee.

1. Other designees, such as instructional coaches may conduct observations to help inform the evaluator's assessment of teacher performance. These designees shall be recorded as additional observers within the accountability relationships register.

C. Evaluators of administrators shall be **Livingston Parish School Board** supervisors, Superintendents, or the evaluatee's respective supervisory level designee.

D. All evaluators shall be certified to serve as evaluators, according to the minimum requirements provided by the LDOE.

1. The LDOE, its contractor and LEA's will approved alternate observation tools shall serve as the sole certifiers of evaluators.
2. The evaluator certification process shall include an assessment to ensure inter-rater reliability and accuracy of ratings, based on the use of the teacher or leader observational rubric.
3. Evaluators on record must renew certification to evaluate annually.

Listed below is the Accountability Relationship Register:

	EVALUATEE	EVALUATOR
1.1	Superintendent	School Board Committee
1.2	Assistant Superintendent	Superintendent
1.3	Assistant Superintendent / Personnel Director	Superintendent
1.4	Director of Curriculum	Superintendent/Designee
1.5	Supervisor of Instruction	Superintendent/Designee
1.6	Curriculum Coordinator	Assigned Supervisor of Instruction
1.7	Supervisor of Personnel/Human Resources	Superintendent/Designee
1.8	Human Resources Retirement Liaison	Supervisor of Human Resources
1.9	Energy Educator/Manager	Supervisor Designee
1.10	Supervisor of Construction	Superintendent/Designee
1.11	Principal, Special Projects	Superintendent/Assistant Superintendent
2.1	Supervisor/Director of Special Education/Child Search Coordinator	Superintendent/Designee
2.2	Teacher of Special Education	Principal
2.3	Special Education Transition Coordinator	Supervisor/Director of Special Education
2.4	School Social Worker	Supervisor/Director of Special Education/Child Search Coordinator/ Designee
2.5	Educational Diagnostician	Director of Special Education/Child Search Coordinator/ Designee
2.6	Speech & Language Pathologist	Supervisor/Director of Special Education/Child Search Coordinator/ Designee
2.7	Teacher of Special Education (Itinerant Preschool Teacher)	Principal/ Assigned Supervisor
2.8	Physical Therapist	Supervisor/Director of Special Education/Child Search Coordinator/ Designee
2.9	Occupational Therapist	Supervisor/Director of Special Education/Child Search Coordinator/ Designee
2.10	Adapted Physical Education	Supervisor/Director of Special Education/Child Search Coordinator/ Designee
2.11	Speech Coordinator	Supervisor/Director of Special Education
2.12	Teacher of the Homebound	Supervisor/Director of Special Education/Child Search Coordinator/ Designee
2.13	Special Education Curriculum Coordinator	Supervisor/Director of Special Education/Designee
2.14	Supervisor of Speech Therapy	Supervisor/Director of Special Education/Child Search Coordinator/ Designee
2.15	Special Education Vocational Teacher	Principal
2.16	Special Education Vocational Facilitator	Director of Special Education/Designee
2.17	School Psychologist/School Psychological Assistant	Supervisor/Director of Special Education and/or Assigned Supervisor

2.18	IEP Facilitator	Director of Special Education/Designee
2.19	Pupil Appraisal Coordinator	Director of Special Education
2.20	SPED Education Discipline/IEP Facilitator	Director of Special Education/Designee
2.21	Inclusion/Staff Development Coordinator	Director of Special Education/Designee
2.22	Early Childhood SPED (ECSE) Coordinator	Director of Special Education/Designee
2.23	Support Teacher of Students w/Significant Disabilities	Director of Special Education/Designee
2.24	Response to Intervention Coordinator	Director of Special Education/Designee
2.25	504/Dyslexia Coordinator	Director of Special Education
2.26	SBLC Pre-referral Interventionist	Director of Special Education/Designee
2.27	Special Education Assistive Technologist	Director of Special Education/Designee
2.28	Special Education Assistive Technologist Support	Director of Special Education/Designee
2.29	Career and Technical Education Coordinator	Assigned Supervisor of Instruction
2.30	Special Education Paraprofessional	Principal/Designee
3.1	Director/Supervisor of Federal Programs	Superintendent/Designee
3.2	Coordinator of Federal Programs	Superintendent/Designee
3.3	Title I Teacher	Principal
4.1	Transportation Supervisor	Superintendent/Designee
4.2	School Bus Driver, Special Ed., Substitute Bus Driver	Transportation Director/Supervisor/Designee
4.3	Transportation Manager	Transportation Director/Supervisor
5.1	Supervisor of Child Nutrition Programs	Superintendent/Designee
5.2	Assistant Supervisor of Child Nutrition Programs	Supervisor of Child Nutrition Programs
5.3	Meal Benefits Coordinator, Child Nutrition Programs	Supervisor of Child Nutrition Programs
5.4	Cafeteria Manager-A (ADP above 550), Cafeteria Manager-B (ADP 550 or below), Cafeteria Manager—Multi Site	Supervisor of Child Nutrition Programs
5.5	Child Nutrition Program Production Manager	Supervisor of Child Nutrition Programs/Manager
5.6	Child Nutrition Program Technician	Supervisor of Child Nutrition Programs/Manager
5.7	Manager Coordinator	Supervisor of Child Nutrition Program
5.8	Coordinator of Successmaker Technology Labs	Superintendent/Designee
5.9	Computer Training Coordinator, Child Nutrition Program	Supervisor of Child Nutrition Program
6.1	Supervisor of Library/Textbook Supplies Services Program	Superintendent/Designee
7.1	Supervisor of Child Welfare and Attendance	Superintendent/Designee

7.2	Adult Education Director	Superintendent/Designee
7.3	Industry Based Instructor for PreGED/Skills Option Program	Principal/Program Coordinator
8.1	Principal	Assistant Superintendent/Designee
8.2	Assistant Principal	Principal
8.3	Teacher	Principal
8.4	Teacher of Gifted Students	Principal/Designee
8.5	Teacher of Talented Students	Principal/Designee
8.6	Principal's Designee	Principal
8.7	School Counselor	Principal
8.8	Elementary School Counselor	Principal
8.9	Librarian	Principal
8.10	School Nurse	Assigned Supervisor of Instruction/Designee
8.11	Teacher of English as a Second Language	Assigned Supervisor of Instruction/Designee
8.12	Athletic Director	Principal
8.13	Coach	Principal
9.1	Business Manager	Superintendent/Designee
9.2	Assistant Business Manager	Business Manager
9.3	Accountant (Acting Assistant Business Manager)	Business Manager
9.4	Accountant	Business Manager
9.5	Internal Auditor	Business Manager
9.6	Purchasing Agent	Superintendent/Assistant Superintendent
9.7	Warehouse Manager	Superintendent/Designee
9.71	Warehouseman and Truck Driver	Business Manager
9.8	Fixed Asset Controller	Business Manager
9.9	Risk Manager	Business Manager
10.1	Sales Tax Director	Superintendent/Designee
10.2	Senior Auditor/Assistant Director of Sales Tax Division	Director of Sales Tax Department
10.3	Field Auditor	Compliance - Director of Sales Tax Department
10.4	Field Auditor I	Director of Sales Tax Department
11.1	Maintenance Supervisor	Superintendent/Designee

11.2	Maintenance Foreman	Maintenance Supervisor
11.3	Maintenance Director	Superintendent/Designee
11.4	Assistant Maintenance Director: Mechanical/Architectural Division	Maintenance Director
11.5	Facilities Analyst/Technical Draftsman	Maintenance Director
11.6	Assistance Maintenance Director/New Construction	Maintenance Director
12.1	Director of Livingston Literacy & Technology & Alternative Program	Superintendent/Assistant Superintendent or Designee
12.2	Assistant Director of Livingston Literacy & Technology & Alternative Program	Director of Livingston Literacy & Technology Center
13.2	Drill Instructor	Principal
14.1	Director of Technology	Superintendent or Designee
14.2	Director of Management Information Systems	Director of Technology
14.3	MIS Local Area Network Manager (LAN)	Director of Technology/Designee
14.4	Wide Area Network Manager (WAN)	Director of Technology/Designee
14.5	Helpdesk/LAN Manager	WAN Manager
14.6	Programmer Analyst	Director of MIS
14.7	Technology Coordinator	Director of Technology or Designee
14.8	Network Administrator	Director of Technology
14.9	Wide Area Network Specialist/Network Level	Director of Technology or Designee
14.10	Network Support Specialist/Servers and Applications	Director of Technology or Designee
14.11	Technology Facilitator	Director of Technology or Designee
14.12	Print Shop Manager	Superintendent/Designee

Professional Development

A. The **Livingston Parish Public School System** shall provide professional development to all teachers and administrators, based upon their individual areas of improvement, as measured by the evaluation process. Professional development opportunities provided by the **LPPSS** shall meet the following criteria:

1. Professional development shall be job-embedded, where appropriate.
2. Professional development shall target identified individualized areas of growth for teachers and administrators, based on the results of the evaluation process, as well as data gathered through informal observations or site visits, and **LPPSS** shall utilize differentiated resources and levels of support accordingly.
3. Professional development shall include follow-up engagement with participants, such as feedback on performance, additional supports, and/or progress-monitoring.
4. Professional development shall include measureable objectives to evaluate its effectiveness, based on improved teacher or administrator practice and growth in student learning.

B. Failure by the **Livingston Parish Public Schools** to provide regular professional development opportunities to teachers and administrators shall not invalidate any results of the evaluation process.

Intensive Assistance

This process must be used by all evaluators when it becomes necessary to prepare an Intensive Assistance Plan for an evaluatee who has been determined to be in need of assistance. The intensive assistance program applies to all teachers whether they are new or experienced personnel. If it is determined through the evaluation process that an evaluatee does not satisfactorily meet the **Livingston Parish Public School Systems'** standards of performance, then that evaluatee is placed in an intensive assistance program.

An intensive assistance plan is then developed with the evaluatee. Evaluatees must continue to be evaluated until the need for intensive assistance no longer exists, until resolved through due process or the employee is terminated.

An intensive assistance program must conform to the guidelines listed below:

- A. An Intensive Assistance Plan (IAP) shall be developed by evaluators and evaluatees when an evaluatee has received an overall rating of "*Ineffective*" or has consistently demonstrated *Ineffective* performance, as determined by the evaluator, **prior to** receiving such a rating. A **Notification of Intensive Assistance Plan Form** must accompany any evaluation that has an overall rating of Ineffective. The **Notification of Intensive Assistance Plan Form** and the **Intensive Assistance Plan Form** must be developed in collaboration evaluator and evaluatee to ensure that all of legal and policy steps have been followed and to ensure that all documentation meets the established criteria prior to placing an evaluatee on Intensive Assistance. Evaluatees whose observation and evaluation results reflect an overall rating of "Ineffective" shall be placed in an Intensive Assistance Program and shall be formally re-evaluated at the end of each level of the program. The evaluatee shall be notified in writing of such placement in an Intensive Assistance Program and provided in the writing using the **Notification of IAP Form**. In order to be able to notify and then place an evaluatee on an Intensive Assistance Plan, the following criteria must be present: Documented evidence, in at least one formal observation and/or informal worksite observation completed on the appropriate observation form for that evaluatee, must indicate that performance or behavior is "Ineffective." It should be noted that walk trough's, informal visits, unannounced worksite observations, and announced worksite observations may be used in the overall evaluation process; however, at least one informal observation and/or at least one formal observation in which the results are "Ineffective" is needed to place an evaluatee on a formal Intensive Assistance Plan (IAP) at the post observation conference that must be held no more than **five (5) working days** following the observation, **or** at a summative evaluation final conference, **or** at an appropriate formal conference.
- B. An IAP shall be developed with the evaluatee within thirty (30) school days of an evaluation resulting in the initiation of the IAP.
- C. The evaluatee shall be formally re-evaluated within one calendar year of the initiation of the IAP. The evaluatee may be re-evaluated as needed, as determined by the principal, supervisor or designee during the IAP time frame. These evaluations may be formal and/or informal in nature and must be documented on the appropriate evaluation form(s).
- D. If the evaluatee is determined to be *Ineffective* after a formal evaluation conducted immediately upon completion of the IAP or if the IAP is not completed in conformity with its provisions, the **Livingston Parish Public School System** shall initiate termination proceedings within six (6) months following such unsatisfactory/ineffective performance.
- E. The IAP shall be developed collaboratively by the evaluator and the evaluatee and must contain the following information:
 1. What the evaluatee needs to do to strengthen his/her performance including a statement of the objective(s) to be accomplished and the expected level(s) of performance according to student growth and/or qualitative measures;
 2. An explanation of the assistance/support/resource to be provided or secured by the school district and/or the school administrator; The **Livingston Parish Public School System** will offer professional development support to meet the objectives of this plan. With complete regard to all due process rights, plans will be made jointly by the evaluator and evaluatee to provide assistance in developing skills necessary to fulfill the job responsibilities of the evaluatee. Specific assistance programs could possibly include but are not limited to: Inter-and school classroom visitation and/or observations; demonstration instruction by other professionals; preview by supervisor of detailed lesson plans; observation by supervisor; utilization of community resources; special in-service meetings and training programs; voluntary peer assistance or selection of a mentor; academic assistance, i.e., consultation, course work, and applicable research; inter-or intra school teaching/classroom observations; professional reading, writing, and viewing of professional videos; written suggestions and recommendations from authorized observers on how to improve performance; assistance from curriculum coordinators in presentation of materials, classroom management or demonstration teaching; others as agree upon.
 3. The date that the assistance program shall begin;

4. The date when the assistance program shall be completed;
 5. The evaluator's and evaluatee's signatures and date lines (Signatures and dates shall be affixed at the time the assistance is prescribed and again after follow-up comments are completed.);
 6. The timeline for achieving the objective and procedures for monitoring the evaluatee's progress (not to exceed one calendar year);
 7. An explanation of the provisions for multiple opportunities for the evaluatee to obtain support and feedback on performance (The intensive assistance plans shall be designed in such a manner as to provide the evaluatee with more than one resource to improve within at least one level of Intensive Assistance.); and
 8. The actions that will be taken, in accordance with legislation, BESE policy, and LPPSS School Board policy, in that order of supercedence, if improvement is not demonstrated or if noncompliance has been demonstrated.
- F. Completed IEPs and appropriate supporting documents, such as observations, correspondence, and any other information pertinent to the intensive assistance process, shall be filed in the evaluatee's single official file at the central office. The evaluatee shall receive a copy of the signed IAP and any supporting documents.

Should an evaluatee who has been placed in an IAP terminated employment for any reason, the incomplete IAP Form will be placed in the evaluatee's single official central office personnel file. A notation will be made on the IAP Form to indicate the Intensive Assistance was not completed due to termination of employment.

The evaluator is responsible for designing the Intensive Assistance Plan (IAP) and for reviewing the provisions with the evaluatee; however, the evaluator and the evaluatee will collaboratively prepare the IAP, and if necessary, with the assistance of appropriate administrative observers/evaluators or other appropriate observers/evaluators. The evaluator(s) will design the IAP to meet the specific needs of the evaluatee and will base and prioritize it on the performance areas needing the most improvement. The IAP Form will describe the Intensive Assistance Program, recommended activities and the beginning, review and ending dates of the Intensive Assistance Program.

Steps to Initiate the Intensive Assistance Program

When an evaluatee's performance fails to meet the LPPS evaluative criteria and/or standard of performance, the following steps are taken:

- a) After the prerequisites for the initiation of an Intensive Assistance Plan (IAP) have been reviewed, the evaluator(s) informs the Office in Human Resources that an evaluatee needs Intensive Assistance.
- b) The evaluator informs the employee in writing that the evaluatee will be placed in an Intensive Assistance Plan (IAP) and the documented reason(s) for it. The written notice and reasons are to be written on the official Notification of Intensive Assistance Form. The evaluator also informs the evaluatee that a collaborative conference for writing the IAP will be conducted. A post-observation conference is to be held as soon as possible, but no later than five (5) working days after an observation. Also, an end of the year evaluation conference must be held prior to the designated timeline established by the Office of Human Resources to turn in all evaluation documentation prior to the end of the school year.
- c) The evaluator completes an IAP Form. The IAP is collaboratively developed by the evaluator and the evaluatee. The evaluator(s)/observer(s), specified evaluator(s)/observer(s) will conduct the formal Intensive Assistance Conference with the evaluatee. In the conference, the evaluatee will be informed of areas that are "ineffective" and will have an opportunity to make suggestions for activities for inclusion on the IAP Form.

The evaluator(s)/observer(s), the evaluatee, and those specified observer(s)/evaluator(s) who will provide administrative support must be present at the conference to sign and date the IAP Form. Copies will be given to all parties present in the conference and another copy will be forwarded to the Office of Human Resources. The evaluator will retain the form until the end of the process. At that time, a copy will be made for the evaluatee, evaluator(s), and specified observer(s) before the original will be sent to the Office of Human Resources for placement in the single official central office personnel file. Completed intensive assistance plans and appropriate supporting documents, such as observations, correspondence, and any other information pertinent to the IAP process, shall be filed in the evaluatee's single official file at the central office. The evaluatee shall receive a copy of the signed IAP and any supporting documents.

If the required Intensive Assistance Program, pursuant to the above description, is not completed in conformity with its provisions or if the evaluatee still performs at an "ineffective" level after at least one formal evaluation is completed at the end of that level of

the program, then the evaluator(s) will make a recommendation according to the options provided in the appropriate section of the IAP Form, which can include extending the Intensive Assistance program, for a total completion time not to exceed **one calendar year**, initiating a new IAP, or initiation of termination proceedings within **one calendar year** following such ineffective performance. The evaluatee shall be formally re-evaluated within **one calendar year** of the initiation of the Intensive Assistance Plan (IAP). The evaluatee may be re-evaluated as needed, as determined by the evaluator(s) and/or observer(s) during the IAP timeframe. These evaluations may be formal and/or informal in nature and must be documented on the appropriate evaluation form(s).

Resources and activities of improvement may include, but is not limited to, district instructional and other appropriate personnel, district/school visitations and observations, videotaped or recorded situations, shadowing, mentoring, reflections, individual study and research, and district/external professional development, and university coursework opportunities. There is no one resource or single path for all individuals who require intensive assistance. Activities should be reasonable and not present an undue burden on the evaluatee in terms of time and financial resources. Although there may be a plethora of areas that need improvement, prioritization should be given so that a few areas are targeted at one time.

Completing the Intensive Assistance Program

The evaluator(s) and/or observer(s) shall in writing conduct multiple formal observations, walkthroughs, unannounced worksite observations, announced worksite observations, and informal visits of the evaluatee during the IAP in order to periodically monitor progress. Each observation shall be followed by a debriefing conference between the evaluator and the covered employee to discuss the evidence findings, strengths, and weaknesses, to review the progress made during Intensive Assistance, and to adjust the IAP, as needed. The evaluator(s) and/or observer(s) will review all documentation and complete a formal written evaluation within **ten working days** after the IAP ending date to ascertain the results of the prescribed Intensive Assistance. Within **ten working days** of the completion of this evaluation, a conference will be held with the evaluatee to discuss the evaluation and to determine if the improvements outlined in the plan have been made. If the objectives for improvement in the IAP have been completed satisfactorily, the evaluator(s) will check the "Improvement" area of the form and the evaluator and evaluatee will sign and date the Intensive Assistance Plan Form.

Using the written documentation that has been assembled by the evaluator into an orderly, binder or folder format, if the evaluatee fails to acquire the skills/make the improvement needed or fails to comply with the provisions within the IAP, the Executive Director for Human Services and/or his designee will counsel with the evaluatee and make recommendations to the LPPSS School Board. The Executive Director of Human Resources and/or his designee shall review all documentation and make recommendations to the LPPSS School Board.

Provisions of this section constitute multiple opportunities to improve. Multiple opportunities shall not be interpreted as more than one level of an Intensive Assistance Program, rather that multiple opportunities within a level has been afforded. No evaluatee is guaranteed more levels; rather they are guaranteed multiple opportunities. The discretion of moving to Level Two, Level Three, or more levels shall depend on a case by case situation, and shall be at the discretion by the evaluator(s), specified observer(s), and the Office of Human Resources.

If, during the course of an IAP, an evaluatee's performance in another performance area has become less than satisfactory, the evaluator(s) will initiate procedures to modify the existing IAP. If in the event of this situation, the process is as follows:

- a) The evaluator(s) and/or observer(s) will notify the Office of Human Resource that the evaluatee's IAP will be modified to include additional intensive assistance activities.
- b) The evaluator(s) will notify the evaluatee that a conference to modify the plan will be conducted.
- c) The evaluator(s) will modify the existing IAP to include activities specifically designed to meet the additional needs of the evaluatee. The ending date for completing the IAP may also be modified as needed for the new activities.

An evaluatee who disagrees with the prescribed Intensive Assistance Plan may utilize the grievance procedure.

Completed intensive assistance plans and appropriate supporting documents, such as observations, correspondence, and any other information pertinent to the intensive assistance process, shall be filed in the evaluatee's single official file at the central office. The evaluatee shall receive a copy of the signed intensive assistance plan and any support documents.

Due Process and Grievance Procedures

- A. The **LPPSS** grievance procedures to address the following components of due process are as follows:
1. The evaluatee shall be provided with a copy of his/her evaluation results in a post-evaluation conference that is held no later than 15 days after the final evaluation rating is determined and shall be entitled to any documentation related to the evaluation. NOTE: The evaluatees not performing at a highly effective, proficient effective, or emerging effective level are informed in writing of such determination by the receipt of the evaluation report. A post-evaluation conference is held following the evaluation and prior to the end of the school/fiscal year in order that the result of the evaluation can be discussed. The evaluation instrument will be signed by both the evaluator and the evaluatee.
 2. Upon the request of the evaluatee, a meeting between the evaluatee and the evaluator shall be held after the evaluation to discuss the results of the evaluation. NOTE: the purposes of this meeting could be to discuss the results of the evaluation of the evaluatee, to discuss the strengths of the evaluatee, to discuss the areas in need of improvement of the evaluatee, and to discuss the assistance necessary to improve performance.
 3. The evaluatee shall be entitled to provide a written response to the evaluation, to become a permanent attachment to the evaluatee's single official personnel file. NOTE: The response may be a signed statement clarifying or rebutting the issue(s) in question and must be submitted within five (5) working days after receipt of the dated evaluation. The evaluatee has the right to receive proof, by documentation, of any item contained in the evaluation or the assessment that the evaluatee believes to be inaccurate, invalid, or misrepresented. If documentation does not exist, the item in question is amended or is removed from the evaluation. It is incumbent upon the evaluator to comment on and to document specific needs in the evaluation report.
 4. The evaluatee shall be entitled to grieve to the superintendent or his/her designee, if the conflict in question is not resolved between evaluatee and evaluator. The evaluatee must file the grievance according to the grievance procedure adopted by the **Livingston Parish Public School Board**.
 5. Copies of the evaluation results and any documentation related thereto of any school employee may be retained by the **Livingston Parish Public School System**, BESE, or the LDOE and, if retained, are confidential, do not constitute a public record, and shall not be released or shown to any person except as provided by law.
- B. Failure by the **Livingston Parish Public School System** to adhere to the requirements of this section shall be a grievable matter.

Grievance Procedures

The following procedure is in effect for the handling of employee grievances. The primary purpose of this procedure is to secure, at the most immediate level possible, equitable solutions to the claim of the aggrieved employee or employees.

Definition of Grievance

A grievance is a complaint filed by an employee regarding an injury, injustice, or wrong within the scope of his/her employment. The allegation should contend that an employee has suffered harm or injury by the interpretation, application, or violation of a contract, a school board policy or procedure, a law, or a constitutionally guaranteed right.

Complaints and Grievances

Any employee of the **LPPSS** shall have the right to grieve the violation of a policy and/or procedure affecting him/her. Complaints or grievances about any job action taken against an employee are excluded from this policy. The person(s) filing the grievance shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his/her appeal with respect to a personal grievance. The primary purpose of this procedure is to secure, at the most immediate level possible, an equitable solution to the claim of the aggrieved employee(s).

Any complaint by a teacher, group of teachers, other school employees or group of employees about or involving the school system shall be reviewed in accordance with the following procedure:

I. Step One

After informally and thoroughly discussing any grievance with the employee's immediate supervisor or principal, upon reaching no satisfactory resolution of the grievance, the employee or student shall promptly present the grievance in writing to the immediate supervisor or principal. Such notice shall be presented no later than five (5) working days from the date of discussion. The written grievance submitted shall state the nature of the grievance and the harm or injury caused that initiated the grievance. The employee or student and the immediate supervisor or principal shall attempt to resolve the grievance. The immediate supervisor or principal shall make a proper disposition of the grievance and shall reply to the grievant within five (5) working days following the date of submission. If the grievance is not submitted within the time prescribed, the grievant shall be deemed not to have further right with respect to said grievance.

II. Step Two

In the event the grievant wishes to appeal the decision at Step 1, or if no decision has been rendered in the time specified, the appeal must be presented to the Superintendent or designee in writing within five (5) working days of the receipt of the Step 1 decision. Such appeal shall contain a statement of the grievance and specified references to the action taken causing the grievance. Upon receipt of such a written appeal, the Superintendent or designee shall schedule a hearing at a specific date and time and send proper notice of the scheduled hearing to the grievant. The Superintendent or designee, at the date and time specified, shall conduct a full hearing on the grievance, and in doing so, maintain a transcript of the proceedings. Following the hearing, the Superintendent or designee shall make a written recommendation for disposition of the grievance and provide a copy of the transcript to the School Board at a meeting of the Board.

III. Step Three

After reviewing the transcript of the grievance hearing and the recommendation of the Superintendent or designee, the Board then shall dispose of the grievance.

General Matters

1. A grievance may be withdrawn at any level without prejudice or record. Additionally, there shall be no recrimination against a person because a grievance has been filed in accordance with the provisions outlined herein.
2. Copies of all written decisions of grievances shall be sent to all parties involved.
3. All documents, communication, or records dealing with a grievance shall be made part of the grievant's files and shall be destroyed only in accordance with Board policy.
4. Appeals of grievance decisions will be limited to the specific issues raised in the original grievance. The parties involved will not be allowed to expand the issues during the grievance procedure, except to the extent necessary to respond to administrative decisions made along the way.
5. Failure by the grievant to meet the timelines and requirements of this procedure shall result in dismissal of his/her grievance. Failure by the administrative person rendering the decision to meet timelines and requirements of this procedure shall allow the grievant, at his/her option, to proceed to the next level of appeal.
6. If an employee leaves the employment of the Board during the pendency, at any level, of a complaint or grievance, then the employee loses the right to continue the complaint process.
7. Termination or disciplinary action against an employee may not form the basis of a complaint or grievance by that employee.

Representation

The person bringing forth the grievance shall have the right to present his/her own grievance. Grievants have the right to have representation at Steps 2 and 3.

If a person chooses to have representation when presenting his/her grievance, said person shall provide advance notice of such in writing to the immediate supervisor at the respective procedural level at least two (2) days prior to the meeting on the grievance.

Ref: La. Rev. Stat. Ann. §17:100.4; Pickering v. Board of Education, 88 S. Ct. 1731 (1968); Board minutes, 6-77, 8-3-78.

Tenure/Discipline/review and hearing procedures for Certified Personnel.

A tenured teacher who receives a final performance rating of “ineffective” pursuant to performance evaluation program as provided in R.S. 17:3881 through 3905 shall lose his tenure rights related thereto immediately upon exhaustion of the grievance procedure established pursuant to R.S. 17:3883(A) (5), unless the “ineffective” performance rating is reversed, and such rating shall constitute sufficient grounds for disciplinary action pursuant to R.S. 17:443(A). If the teacher is found “highly effective” based on the evidence of the growth portion, within thirty days after such finding, the teacher shall be entitled to a second observation by members of a team of three designees, chosen by the local superintendent, which shall not include the principal.

Such teacher shall reacquire tenure if the teacher receives a performance rating of “highly effective” for five years within a six year period subsequent to receiving an “ineffective” rating as provided in Subsection A of this section.

- A. The school superintendent may take disciplinary action against any nontenured teacher after providing such teacher with the written reasons therefor and providing the teacher the opportunity to respond. The teacher shall have seven days to respond, and such response shall be included in the teacher’s personnel file. The superintendent shall notify the teacher in writing of his final decision. Within sixty days of such notice, the teacher may seek summary review in a district court pursuant to Code of Civil Procedure Article 2592. The district court’s review shall be limited to determining whether the action taken by the superintendent was arbitrary or capricious.
- B. A teacher with tenure shall not be disciplined except upon written and signed charges by the superintendent or his designee of poor performance, willful neglect of duty, incompetency, dishonesty, immorality, or of being a member of or contributing to any group, organization, movement, or corporation that is by law or injunction prohibited from operating in the State of Louisiana, and then only if furnished a copy of such written charges and give the opportunity to respond. The teacher shall have ten calendar days from written notice of charges to respond, in person or in writing. Following review of the teacher’s response, the superintendent may take interim disciplinary action, which may include placing the teacher on administrative leave. The teacher shall not be placed on administrative leave without pay unless the teacher has been arrested for a violation of any of the following R.S.14:42 through 43.5, 80 through 81.5, any other sexual offense affecting minors, any of the crimes provided in R.S. 15:587.1 or any justified complaint of child abuse or neglect on file in the central registry pursuant to Children’s Code Article 615. Within ten calendar days after written notice of the interim disciplinary action or within ten calendar days after receipt of the teacher’s response if no interim disciplinary action is taken, a teacher may request a hearing before a disciplinary hearing officer. If the teacher fails to timely request a hearing, the disciplinary action becomes final.

Such hearing may be private or public, at the option of the teacher, and shall commence no sooner than ten calendar days nor later than thirty calendar days after receipt of the teacher’s request for such a hearing. For purposes of this Section, the disciplinary hearing officer shall have the power to issue subpoenas.

The teacher shall have the right to appear before the disciplinary hearing officer with witnesses on his behalf and with counsel of his election. The disciplinary hearing officer shall hold a hearing and review on whether the interim decision of the superintendent was arbitrary or capricious and shall either affirm or reverse the action of the superintendent. The disciplinary hearing officer shall notify the superintendent and the teacher of his final determination, with written reasons, within 10 days from the date of the hearing. If the superintendent’s disciplinary action is affirmed, it shall be effective upon the teacher’s receipt of the decision of the disciplinary hearing officer. If the superintendent’s disciplinary action is reversed, the teacher shall be restored to duty.

Within sixty days from the postmarked date of written notification of the decision of the disciplinary hearing officer, the school board or the teacher may petition a court of competent jurisdiction to review the matter as a summary proceeding pursuant to Code of Civil Procedure Article 2592. The court shall determine, based on the record of the disciplinary

review hearing, whether the disciplinary hearing officer abused his discretion in deciding whether the action of the superintendent was arbitrary or capricious. If the action of the superintendent is reversed by the court and the teacher is ordered reinstated and restored to duty, the teacher shall be entitled to full pay for any loss of time or salary he may have sustained by reason of the action of the superintendent.

The time periods contained in this Section may be extended by mutual agreement of the parties. However, paid administrative leave as provided in Paragraph (B) (1) of this law shall not exceed fifty days from notice of the superintendent's interim decision.

Promotions to and employment into positions of higher salary and tenure.

The employee shall be retained during the term of the contract unless the employee is found incompetent or inefficient or is found to have failed to fulfill the terms and performance objectives of his contract. However, before an employee can be removed during the contract period, he shall have the right to written charges and a hearing before a disciplinary hearing officer in the manner provided in R. S. 17:443.

Staff Development for Personnel Involved in Evaluation

A. The LPPSS shall provide training on a continuing basis for all staff involved in the evaluation process (i.e., district level administrators and supervisors, principals and assistant principals, and other observers, and classroom teachers). It is recommended that all training concentrate on fostering the elements listed below:

1. a positive, constructive attitude toward the teacher and administrator evaluation process;
2. a knowledge of state laws and LPPSS policies governing the evaluation process for teachers and administrators, along with the associated procedures for intensive assistance and due process;
3. an understanding of the *Louisiana Components of Effective Teaching* or an approved modified set of teacher competencies and performance standards;
4. an understanding of the *Performance Expectations and Indicators for Educational Leaders* or an approved modified set of leader competencies and performance standards;
5. an understanding of the measures of growth in student learning, as adopted by BESE; and
6. an understanding of the process for calculating a composite score to determine final effectiveness ratings for teachers and administrators.

Evaluation Records Guidelines

- A. Copies of evaluation results and any related documentation shall be retained by the LPPS.
- B. All such files shall be confidential and shall not constitute a public record.
- C. Such files shall not be released or shown to any person except:
 1. the evaluated employee or his/her designee;
 2. authorized school system officers and employees for all personnel matters, including employment application, and for any hearing, which relates to personnel matters, which includes the authorized representative of any school or school system, public or private, to which the employee has made application for employment; and
 3. for introduction in evidence or discovery in any court action between the LPPSS and a teacher when:
 - a. the performance of the teacher is at issue; or
 - b. the evaluation was an exhibit at a hearing, the result of which is being challenged.
- D. Any local board considering an employment application for a person evaluated pursuant to this Bulletin shall request such person's evaluation results as part of the application process, regardless of whether that person is already employed by that school system or not, and shall notify the applicant that evaluation results shall be requested as part of this mandated process.

The applicant shall be given the opportunity to apply, review the information received, and provide any response or information the applicant deems applicable.

- E. The State Superintendent of Education shall make available to the public the data specified in R.S. 17:3902(B)(5) as may be useful for conducting statistical analyses and evaluations of educational personnel. However, the Superintendent shall not reveal information pertaining to the evaluation report of a particular employee.
- F. Public information may include school level student growth data, as specified in R.S. 17:3902(B)(5).
- G. Nothing in this section shall be interpreted to prevent de-identified student growth data from public view.

Job Descriptions

A. **The Livingston Parish Public School’s** Personnel Evaluation Plan shall contain a copy of the job descriptions currently in use in the **Livingston Parish Public School System**. The **Livingston Parish Public School System** shall establish a competency-based job description for every category of teacher and administrator pursuant to its evaluation plan. The chart that follows identifies a minimum listing of the categories and titles of personnel for which job descriptions must be developed.

Personnel Category	Position or Title	
<i>Administration</i>	1. Superintendent 2. Assistant Superintendent	
	3. Director 4. Supervisor	
	5. Coordinator 6. Principal 7. Assistant Principal	
	8. Any employee whose position does not require certification but does require a minimal education attainment of a bachelor's degree from an accredited institution of higher learning	
	9. Any employee whose position requires certification, but whose title is not given in this list	
	10. Any employee who holds a major management position, but who is not required to have a college degree or certification	
	<i>Instructional Personnel</i>	1. Teachers of Regular and Sp. Ed. students 2. Special Projects Teachers 3. Instructional Coaches and/or Master Teachers
<i>Support Services</i>		1. School Counselors 2. Librarians 3. Therapists
		4. Any employee whose position does not require certification but does require a minimal educational attainment of a bachelor's degree from an accredited institution of higher learning
	5. Any employee whose position requires certification, but whose title is not given in this list 6. Any employee who holds a major management position, but who is not required to have a college degree or certification	

The LPPSS has established a job description for every category of certified and other professional personnel pursuant to the local personnel evaluation personnel accountability plan which contains the criteria by which the teacher and administrator shall be evaluated. LPPSS provides emailed or hard copies of job descriptions to all certified and other professional personnel prior to employment, no later than October 1st, or no later than thirty (30) working days of a late hire, change in position, or change in any performance expectations of a position. In LPPSS, the position description rosters are designed for the evaluatee’s signature and date.

B. The competency-based job description shall:

1. Be grounded in the state standards of performance;
2. Include job tasks that represent the essential knowledge, skills and responsibilities of an effective teacher or administrator that lead to growth in student achievement;

1. Be reviewed regularly to ensure that the description represents the full scope of the teacher's or administrator's responsibilities; and
2. Be distributed to all certified and professional personnel prior to employment. If said job description is modified based on the district's annual review, it must be distributed to all certified and professional teachers and leaders prior to the beginning of the next school year.

C. The following components shall be included in each job description developed:

1. position title;
2. overview of position;
3. position qualifications shall be at least the minimum requirements as stated in *Bulletin 746—Louisiana Standards for State Certification of School Personnel* (The qualifications shall be established for the position, rather than for the employee);
4. title of the person to whom the employee reports;
5. performance standards, including statement on responsibility for growth in student learning;
6. salary or hourly pay range;
7. statement acknowledging receipt of job description; and
8. a space for the employee's signature and date.

NOTE: Job descriptions must be reviewed annually. Job Descriptions will be sent to employees no later than September 1st of each year. The descriptions will be sent using Frontline Technologies program referred to as Frontline Central. Employees will sign the description electronically and a signed copy will be transferred to their electronic file located within Frontline Central.

Extenuating Circumstances

- A. For any year in which a school temporarily closes due to natural disasters or any other unexpected events, the LPPSS may request invalidation of student achievement growth data with relation to the value-added assessment model by submitting a letter to the State Superintendent of Education. Requests for invalidation of evaluation results shall be made prior to the state's release of annual value-added results and in no instance later than **June 1**.
- B. Evaluation results shall be invalidated for any teacher or administrator with sixty (60) or more excused absences in a given academic year, due to approved extended leave, such as maternity leave, military leave, extended sick leave, or sabbatical leave.
- C. For any other extenuating circumstances that significantly compromise an educator's opportunity to impact student learning, districts may request invalidation of student achievement growth data with relation to the value-added assessment model by submitting such requests in a report to the State Superintendent of Education. Requests for invalidation of evaluation results shall be made prior to the state's release of annual value-added results and no later than June 1.

Professional Growth Plan

FN 100
Revised 09

Year 1 <input type="checkbox"/>
Year 2 <input type="checkbox"/>

LIVINGSTON PARISH PUBLIC SCHOOLS
PROFESSIONAL GROWTH PLAN
To Strengthen and Enhance Job Performance

Employee _____ Position _____

Employee ID # _____

I. Goal/Rationale - What broad area do you plan to strengthen? Why do you want to strengthen this area?

--

II. Objective - What specific method will you use to strengthen that area?

--

III. Action Plan - What is your Plan of Action?

--

IV. Evaluation - How will you evaluate the effectiveness of this objective?

	Activities	Timelines

PRE-EVALUATION CONFERENCE

Acceptable (needed for 2 year plan)
Unacceptable

_____ Evaluator's Signature/ID#	_____ Position/Date
_____ Employee's Signature	_____ Position/Date

Comments:(mandatory if unacceptable)

--

EVALUATION CONFERENCE

Acceptable (needed for 2 years)
Unacceptable

_____ Evaluator's Signature/ID#	_____ Position/Date
_____ Employee's Signature	_____ Position/Date

Comments: (mandatory if unacceptable)

--

V. Opportunity for Reflection

--

Building: Responsible:

ANNOUNCED TEACHER COMPASS OBSERVATION 2014/2015

Job Title:

Employee ID#:

Grade:

Subject:

Number of Students:

Observation Date:

Pre-Observation Conference

Date:

Post Observation Conference

Date:

Lesson Start Time:

Lesson End Time:

Pre-Observation Conference:

(Required for Announced Observations)

Questions may be given to the teacher in advance and the teacher may answer questions 1-3 prior to the observation and provide a hard copy to the observer.

Questions

4-5 may be answered by both the teacher and observer and compiled at the Post Observation Conference.

1. *What objective(s) have you chosen for this lesson?*

2. *What student, teacher, and paraprofessional activities are planned to accomplish the objective(s)?*

3. *How will the student activities be modified to accommodate for the individual differences among your students?*

4. *How and when will the objectives(s) be measured?*

5. *Are there any special conditions? (i.e., students with a prescribed behavior management plan or medical needs for whom activities may be adjusted to meet specific requirement.)*

Evidence for each domain of the observation must reflect the criteria found in the Danielson

Rubric. Rubric indicators are found at the end of the observation workbook.

Planning and Preparation Competency 1C~Setting Instructional Objectives:

Evidence for Planning and Preparation Competency 1C~Setting Instructional Objectives:

Classroom Environment Competency 2C~ Managing Classroom Procedures:

Evidence for Classroom Environment Competency 2C~ Managing Classroom Procedures:

Instruction Competency 3B~Using Questioning and Discussion Techniques:

Evidence for Instruction Competency 3B~Using Questioning and Discussion Techniques:

Instruction Competency 3C~ Engaging Students in Learning:

Evidence for Instruction Competency 3C~ Engaging Students in Learning:

-- DRAFT -- Page 1 of 2

Instruction Competency 3D~Using Assessment in Instruction:

Evidence for Instruction Competency 3D~Using Assessment in Instruction:

Announced Observation

Score:

Announced Observation

Rating:

Commendations/Recommendations:

Please sign here:

(Printed copy only. Electronic signature is located on bottom of this form.)

Signature: _____ **Date:** _____

COMPASS TEACHER EVALUATION 2014/2015

Job Title:

Employee ID#:

Grade Level:

Subject:

CATEGORY I: PERFORMANCE RESPONSIBILITIES

Announced Observation

Score:

Announced Observation

Rating:

Unannounced Observation

Score:

Unannounced Observation

Rating:

Observation Score:

If total observation score is 1.49 or lower, total teacher evaluation will be rated as ineffective. (BESE Bulletin 130 revised April 2014)

Observation Rating:

If total observation score is 1.49 or lower, total teacher evaluation will be rated as ineffective.(BESE Bulletin 130 revised April 2014)

SLT #1 Score:

SLT #1 Rating:

SLT #2 Score:

SLT #2 Rating:

SLT Score:

If total SLT score is 1.49 or lower, total teacher evaluation will be rated as ineffective.(BESE Bulletin 130 revised April 2014)

SLT Rating:

If total SLT score is 1.49 or lower, total teacher evaluation will be rated as ineffective.(BESE Bulletin 130 revised April 2014)

Overall Performance Score:

If total observation score is 1.49 or lower, total teacher evaluation will be rated as ineffective. (BESE Bulletin 130 revised April 2014)

Overall Performance Score:

Overall Performance Rating:

If total observation score is 1.49 or lower, total teacher evaluation will be rated as ineffective. (BESE Bulletin 130 revised April 2014)

Overall Performance Rating:

An overall rating of Ineffective in Category I will result in an Unacceptable rating for Category I.

Category I Rating:

Intensive Assistance

Required:

CATEGORY II: RELATED JOB RESPONSIBILITIES

This employee:

-- DRAFT -- Page 1 of 2

1. Maintains proper student discipline in classroom and non-classroom settings.
2. Pays attention to the well-being of students.
3. Complies with the policies of the school system.
4. Is prompt in attendance and duty assignments.
5. Is prompt and accurate in records and reports.
6. Communicates and cooperates with staff and community.
7. Maintains professional personal appearance, courtesy, and poise.
8. Assumes responsibility for non-instructional assignments/activities.
9. Is actively involved in school improvement and curriculum planning.
10. Actively participates in professional development.

Two or more Unacceptable ratings in Category II will result in an overall rating of Unacceptable.

Category II Rating:

Intensive Assistance

Required:

Narrative Description:

I certify that the overall performance of this employee is:

Per Act 1 of the 2012 Legislative Session, if an employee has a final rating of “ineffective”, the employee:

- Must be placed on an intensive assistance plan as outlined in the LPPS Personnel Evaluation Plan.

- Will not be eligible for any type of salary increase in the following school year including but

not limited to normal step increases, effectiveness stipends, “13th checks”, etc.

- Will remain eligible for stipends for extracurricular work beyond the normal teaching day such as participating in workshops, coaching, band directing, before or after school remediation, ROTC, etc.

Please refer to Bulletin 111 and LPPS Personnel Evaluation Plan for the specifications of the evaluation process.

Signature: _____ Date: _____

Evaluator: Please sign here and include your employee number.

Signature: _____ Date: _____

Compass Teacher Evaluation 2014/2015 -- DRAFT --

--

Building: Responsible:

UNANNOUNCED TEACHER COMPASS OBSERVATION

FN 103

Name and Job Title:

rev. 6/13

Employee ID#:

Grade:

Subject:

Number of Students:

Observation Date:

Observation Type:

Evaluator:

Post Observation Conference

Date:

Lesson Start Time:

Lesson End Time:

Evidence for each domain of the observation must reflect the criteria found in the Danielson

Rubric. Rubric indicators are found at the end of the observation workbook.

Planning and Preparation Competency 1C~Setting Instructional Objectives:

Evidence for Planning and Preparation Competency 1C~Setting Instructional Objectives:

Classroom Environment Competency 2C~ Managing Classroom Procedures:

Evidence for Classroom Environment Competency 2C~ Managing Classroom Procedures:

Instruction Competency 3B~Using Questioning and Discussion Techniques:

Evidence for Instruction Competency 3B~Using Questioning and Discussion Techniques:

Instruction Competency 3C~ Engaging Students in Learning:

Evidence for Instruction Competency 3C~ Engaging Students in Learning:

Instruction Competency 3D~Using Assessment in Instruction:

Evidence for Instruction Competency 3D~Using Assessment in Instruction:

Unannounced Observation

Score:

Unannounced Observation

Rating:

Commendations/Recommendations:

Please sign here:

Signature: _____ Date: _____

-- DRAFT -- Page 1 of 2

Opportunity for Response:

Detailed Description of Objectives:

To access:

1. Click on link below.

2. Scroll down and click the Complete Framework for Teaching Instrument link.

[Clickable](#)

Unannounced Teacher Compass Observation -- DRAFT --

Building: Responsible:

COMPASS COUNSELOR EVALUATION

FN 104

Name and Job Title:

rev. 6/13

Employee ID#:

Grade Level:

CATEGORY I: PERFORMANCE RESPONSIBILITIES

Announced Observation

Score:

Announced Observation

Rating:

Unannounced Observation

Score:

Unannounced Observation

Rating:

SLT #1 Score:

SLT #1 Rating:

SLT #2 Score:

SLT #2 Rating:

Overall Performance Score:

(Average of Announced Observation Score, Unannounced Observation Score, SLT #1 Score, and SLT #2 Score.)

Overall Performance Rating:

(Average of Announced Observation Score, Unannounced Observation Score, SLT #1 Score, and SLT #2 Score.)

An overall rating of Ineffective in Category I will result in an Unacceptable rating for Category I.

Category I Rating:

Intensive Assistance

Required:

CATEGORY II: RELATED JOB RESPONSIBILITIES

This employee:

1. Follows the LPPS Guidance Plan.
2. Pays attention to the well-being of students.
3. Complies with the policies of the school system.
4. Is prompt in attendance and duty assignments.
5. Is prompt and accurate in records and reports.
6. Communicates and cooperates with staff and community.
7. Maintains professional personal appearance, courtesy, and poise.
8. Assumes responsibility for non-instructional assignments/activities.

-- DRAFT -- Page 1 of 2

9. Is actively involved in school improvement and curriculum planning.
10. Actively participates in professional development.

Two or more Unacceptable ratings in Category II will result in an overall rating of Unacceptable.

Category II Rating:

Intensive Assistance

Required:

Narrative Description:

I certify that the overall performance of this employee is:

Please sign here:

Signature: _____ Date: _____

Opportunity for Response:

Compass Counselor Evaluation -- DRAFT --

--

Building: Responsible:

COMPASS COUNSELOR OBSERVATION FORM

FN 105

Name and Job Title

rev. 6/13

Employee ID#

Number of students at school site:

Observation Date:

Observation Type:

Post Observation Conference

Date:

Evidence for each domain of the observation must reflect the criteria found in the Danielson

Rubric. Rubric indicators are found at the end of the observation workbook.

Component 1~Individual Student Planning:

Evidence of Component 1~Individual Student Planning:

Component 2~System Support:

Evidence of Component 2~System Support:

Component 3~Responsive Services:

Evidence of Component 3~Responsive Services:

Component 4~School Counseling Curriculum:

Evidence of Component 4~School Counseling Curriculum:

Overall Observation Score:

Overall Observation Rating:

Commendations/Recommendations:

Please sign here:

Signature: _____ **Date:** _____

Opportunity for Response:

Detailed Description of Objectives:

- 1. [Click on the link below.](#)
 - 2. Scroll down and click the Complete Framework for Teaching Instrument.
- [Clickable](#)

-- DRAFT -- Page 1 of 1

Building: Responsible:

ANNOUNCED LIBRARIAN COMPASS OBSERVATION

FN 106

rev. 6/13

Name and Job Title:

Employee ID#:

Grade Level(s):

Number of Students:

Observation Date:

Observation Type:

Pre-Observation Conference

Date:

Post Observation Conference

Date:

Lesson Start Time:

Lesson End Time:

Pre-Observation Conference:

(Required for Announced Observations)

Questions may be given to the librarian in advance and the librarian may answer questions 1-3 prior to the observation and provide a hard copy to the observer.
Questions

4-5 may be answered by both the librarian and observer and compiled at the Post Observation Conference.

1. What are/is the librarian's goal(s) for students?

2. What are/is the objective(s) of today's lesson?

3. How does each objective help students make progress toward the goal?

How does the objective reflect the rigor of CCSS?

4. Are students achieving the objective(s)? How many/what percentage?

5. What librarian actions are leading each student to attain or not attain the objective(s)?

Evidence for each domain of the observation must reflect the criteria found in the rubric.

Rubric indicators are found at the end of the observation workbook.

Planning and Preparation Competency 1A~Demonstrating Knowledge of Curriculum, Students and Literature, Developing a Culture of Lifelong Learning, and Collaborating in the Design of Instructional Experiences:

Evidence, Notes, and/or Comments for Planning and Preparation Competency 1A~Demonstrating Knowledge of Curriculum, Students and Literature, Developing a Culture of Lifelong Learning, and Collaborating in the Design of Instructional Experiences:

Planning and Preparation Competency 1B~ Supporting Instructional Outcomes, Demonstrating Knowledge And Use Of

Resources:

Evidence, Notes, and/or Comments for Planning and Preparation Competency 1B~ Supporting Instructional Outcomes,

Demonstrating Knowledge And Use Of Resources:

Library Environment Competency 2A~ Creating an Environment of Respect and Rapport:

-- DRAFT -- Page 1 of 3

Evidence, Notes, and/or Comments for Library Environment Competency 2A~ Creating an Environment of Respect and

Rapport:

Library Environment Competency 2B~ Managing Library Procedures and Organizing Physical Space:

Evidence, Notes, and/or Comments for Library Environment Competency 2B~ Managing Library Procedures and Organizing Physical Space:

Instruction Competency 3A~ Communicating Clearly and Accurately:

Evidence, Notes, and/or Comments for Instruction Competency 3A~ Communicating Clearly and Accurately:

Instruction Competency 3B~ Teaching, Engaging and Assessing in Instruction:

Evidence, Notes, and/or Comments for Instruction Competency 3B~ Teaching, Engaging and Assessing in Instruction:

Instruction Competency 3C~ Using Resources Effectively, Ethically and Responsibly:

Evidence, Notes, and/or Comments for Instruction Competency 3C~ Using Resources Effectively, Ethically and Responsibly:

Professional Responsibility Competency 4A~ Evaluating Practice, Communicating with Stakeholders and Participating in

Professional Communities:

Evidence, Notes, and/or Comments for Professional Responsibility Competency 4A~ Evaluating Practice, Communicating with Stakeholders and Participating in Professional Communities:

Professional Responsibility Competency 4B~ Developing and Maintaining Collections, Managing Library Budget, and Maintaining Records:

Evidence, Notes, and/or Comments for Professional Responsibility Competency 4B~ Developing and Maintaining Collections, Managing Library Budget, and Maintaining Records:

Professional Responsibility Competency 4C~ Growing and Developing Professionally and Demonstrating Professional

Ethics:

Evidence, Notes, and/or Comments for Professional Responsibility Competency 4C~ Growing and Developing Professionally and Demonstrating Professional Ethics:

Announced Observation

Score:

Announced Observation

Rating:

Commendations/Recommendations:

Please sign here:

Signature: _____ **Date:** _____

Opportunity for Response:

Detailed Description of Objectives:

To access:

1. [Click on link below.](#)

2. [Scroll down and click the Complete Framework for Teaching Instrument link.](#)

Announced Librarian Compass Observation -- DRAFT --

--

Building: Responsible:

COMPASS COUNSELOR EVALUATION 2014/2015

Job Title:

Employee ID#:

Grade Level:

Subject:

CATEGORY I: PERFORMANCE RESPONSIBILITIES

Announced Observation

Score:

Announced Observation

Rating:

Unannounced Observation

Score:

Unannounced Observation

Rating:

Observation Score:

If total observation score is 1.49 or lower, total teacher evaluation will be rated as ineffective. (BESE Bulletin 130 revised April 2014)

Observation Rating:

If total observation score is 1.49 or lower, total teacher evaluation will be rated as ineffective.(BESE Bulletin 130 revised April 2014)

SLT #1 Score:

SLT #1 Rating:

SLT #2 Score:

SLT #2 Rating:

SLT Score:

If total SLT score is 1.49 or lower, total teacher evaluation will be rated as ineffective.(BESE Bulletin 130 revised April 2014)

SLT Rating:

If total SLT score is 1.49 or lower, total teacher evaluation will be rated as ineffective.(BESE Bulletin 130 revised April 2014)

Overall Performance Score:

If total observation score is 1.49 or lower, total teacher evaluation will be rated as ineffective. (BESE Bulletin 130 revised April 2014)

Overall Performance Score:

Overall Performance Rating:

If total observation score is 1.49 or lower, total teacher evaluation will be rated as ineffective. (BESE Bulletin 130 revised April 2014)

Overall Performance Rating:

An overall rating of Ineffective in Category I will result in an Unacceptable rating for Category I.

Category I Rating:

Intensive Assistance

Required:

CATEGORY II: RELATED JOB RESPONSIBILITIES

This employee:

-- DRAFT -- Page 1 of 2

1. *Maintains proper student discipline in classroom and non-classroom settings.*
2. *Pays attention to the well-being of students.*
3. *Complies with the policies of the school system.*
4. *Is prompt in attendance and duty assignments.*
5. *Is prompt and accurate in records and reports.*
6. *Communicates and cooperates with staff and community.*
7. *Maintains professional personal appearance, courtesy, and poise.*
8. *Assumes responsibility for non-instructional assignments/activities.*
9. *Is actively involved in school improvement and curriculum planning.*
10. *Actively participates in professional development.*

Two or more Unacceptable ratings in Category II will result in an overall rating of Unacceptable.

Category II Rating:

Intensive Assistance

Required:

Narrative Description:

I certify that the overall performance of this employee is:

Per Act 1 of the 2012 Legislative Session, if an employee has a final rating of “ineffective”, the employee:

- Must be placed on an intensive assistance plan as outlined in the LPPS Personnel Evaluation Plan.

- Will not be eligible for any type of salary increase in the following school year including but

not limited to normal step increases, effectiveness stipends, “13th checks”, etc.

- Will remain eligible for stipends for extracurricular work beyond the normal teaching day such as participating in workshops, coaching, band directing, before or after school remediation, ROTC, etc.

Please refer to Bulletin 111 and LPPS Personnel Evaluation Plan for the specifications of the evaluation process.

Signature: _____ Date: _____

Evaluator: Please sign here and include your employee number.

Signature: _____ Date: _____

Compass Counselor Evaluation 2014/2015 -- DRAFT --

--

COMPASS LIBRARIAN EVALUATION 2014/2015

Job Title:

Employee ID#:

Grade Level:

Subject:

CATEGORY I: PERFORMANCE RESPONSIBILITIES

Announced Observation

Score:

Announced Observation

Rating:

Unannounced Observation

Score:

Unannounced Observation

Rating:

Observation Score:

If total observation score is 1.49 or lower, total teacher evaluation will be rated as ineffective. (BESE Bulletin 130 revised April 2014)

Observation Rating:

If total observation score is 1.49 or lower, total teacher evaluation will be rated as ineffective. (BESE Bulletin 130 revised April 2014)

SLT #1 Score:

SLT #1 Rating:

SLT #2 Score:

SLT #2 Rating:

SLT Score:

If total SLT score is 1.49 or lower, total teacher evaluation will be rated as ineffective. (BESE Bulletin 130 revised April 2014)

SLT Rating:

If total SLT score is 1.49 or lower, total teacher evaluation will be rated as ineffective. (BESE Bulletin 130 revised April 2014)

Overall Performance Score:

If total observation score is 1.49 or lower, total teacher evaluation will be rated as ineffective. (BESE Bulletin 130 revised April 2014)

Overall Performance Score:

Overall Performance Rating:

If total observation score is 1.49 or lower, total teacher evaluation will be rated as ineffective. (BESE Bulletin 130 revised April 2014)

Overall Performance Rating:

An overall rating of Ineffective in Category I will result in an Unacceptable rating for Category I.

Category I Rating:

Intensive Assistance

Required:

CATEGORY II: RELATED JOB RESPONSIBILITIES

This employee:

-- DRAFT -- Page 1 of 2

1. *Maintains proper student discipline in classroom and non-classroom settings.*
2. *Pays attention to the well-being of students.*
3. *Complies with the policies of the school system.*
4. *Is prompt in attendance and duty assignments.*
5. *Is prompt and accurate in records and reports.*
6. *Communicates and cooperates with staff and community.*
7. *Maintains professional personal appearance, courtesy, and poise.*
8. *Assumes responsibility for non-instructional assignments/activities.*
9. *Is actively involved in school improvement and curriculum planning.*
10. *Actively participates in professional development.*

Two or more Unacceptable ratings in Category II will result in an overall rating of Unacceptable.

Category II Rating:

Intensive Assistance

Required:

Narrative Description:

I certify that the overall performance of this employee is:

Per Act 1 of the 2012 Legislative Session, if an employee has a final rating of "ineffective", the employee:

- Must be placed on an intensive assistance plan as outlined in the LPPS Personnel Evaluation Plan.

- Will not be eligible for any type of salary increase in the following school year including but not limited to normal step increases, effectiveness stipends, "13th checks", etc.

- Will remain eligible for stipends for extracurricular work beyond the normal teaching day such as participating in workshops, coaching, band directing, before or after school remediation, ROTC, etc.

Please refer to Bulletin 111 and LPPS Personnel Evaluation Plan for the specifications of the evaluation process.

Signature: _____ Date: _____

Evaluator: Please sign here and include your employee number.

Signature: _____ Date: _____

Compass Librarian Evaluation 2014/2015 -- DRAFT --

--

Building: Responsible:

UNANNOUNCED LIBRARIAN COMPASS OBSERVATION

FN 108

rev. 6/13

Name and Job Title:

Employee ID#:

Grade Level(s):

Number of Students:

Observation Date:

Observation Type:

Post Observation Conference

Date:

Lesson Start Time:

Lesson End Time:

Evidence for each domain of the observation must reflect the criteria found in the rubric. Rubric indicators are found at the end of the observation workbook.

Planning and Preparation Competency 1A~Demonstrating Knowledge of Curriculum, Students and Literature, Developing a Culture of Lifelong Learning, and Collaborating in the Design of Instructional Experiences:

Evidence, Notes, and/or Comments for Planning and Preparation Competency 1A~Demonstrating Knowledge of Curriculum, Students and Literature, Developing a Culture of Lifelong Learning, and Collaborating in the Design of Instructional Experiences:

Planning and Preparation Competency 1B~ Supporting Instructional Outcomes, Demonstrating Knowledge And Use Of

Resources:

Evidence, Notes, and/or Comments for Planning and Preparation Competency 1B~ Supporting Instructional Outcomes,

Demonstrating Knowledge And Use Of Resources:

Library Environment Competency 2A~ Creating an Environment of Respect and Rapport:

Evidence, Notes, and/or Comments for Library Environment Competency 2A~ Creating an Environment of Respect and

Rapport:

Library Environment Competency 2B~ Managing Library Procedures and Organizing Physical Space:

Evidence, Notes, and/or Comments for Library Environment Competency 2B~ Managing Library Procedures and Organizing Physical Space:

Instruction Competency 3A~ Communicating Clearly and Accurately:

Evidence, Notes, and/or Comments for Instruction Competency 3A~ Communicating Clearly and Accurately:

Instruction Competency 3B~ Teaching, Engaging and Assessing in Instruction:

Evidence, Notes, and/or Comments for Instruction Competency 3B~ Teaching, Engaging and Assessing in Instruction:

Instruction Competency 3C~ Using Resources Effectively, Ethically and Responsibly:

-- DRAFT -- Page 1 of 2

Evidence, Notes, and/or Comments for Instruction Competency 3C~ Using Resources Effectively, Ethically and Responsibly:

Professional Responsibility Competency 4A~ Evaluating Practice, Communicating with Stakeholders and Participating in

Professional Communities:

Evidence, Notes, and/or Comments for Professional Responsibility Competency 4A~ Evaluating Practice, Communicating with Stakeholders and Participating in Professional Communities:

Professional Responsibility Competency 4B~ Developing and Maintaining Collections, Managing Library Budget, and Maintaining Records:

Evidence, Notes, and/or Comments for Professional Responsibility Competency 4B~ Developing and Maintaining Collections, Managing Library Budget, and Maintaining Records:

Professional Responsibility Competency 4C~ Growing and Developing Professionally and Demonstrating Professional

Ethics:

Evidence, Notes, and/or Comments for Professional Responsibility Competency 4C~ Growing and Developing Professionally and Demonstrating Professional Ethics:

Announced Observation

Score:

Announced Observation

Rating:

Commendations/Recommendations:

Please sign here:

Signature: _____ Date: _____

Opportunity for Response:

Detailed Description of Objectives:

To access:

1. Click on link below.
2. Scroll down and click the Complete Framework for Teaching Instrument link.

[Clickable](#)

Adapted from the Londonderry School District with Attribution and Permission to Adapt Susan Ballard's Work © 2005,

Rev. 2009.

Unannounced Librarian Compass Observation -- DRAFT --

-- DRAFT --

Building: Responsible:

NON-INSTRUCTIONAL EVALUATION

Job Title:

Employee ID#:

Grade Level:

Category I: Performance Responsibilities

1. Assists in the planning and development of programs in assigned department.
2. Manages and is responsible for a conducive environment.
3. Works with supervisors and administrators to help implement specified curriculum as related to instructional components in assigned department.
4. Ensures own knowledge of appropriate assessment methods related to assigned department.

An overall rating of Ineffective in Category I will result in an Unacceptable rating for Category I.

Category I Rating:

Intensive Assistance

Required:

CATEGORY II: RELATED JOB RESPONSIBILITIES

This employee:

1. Complies with policies of the school system.
2. Is prompt in attendance and duty assignments.
3. Is prompt and accurate in records and reports.
4. Communicates and cooperates with staff and community.
5. Maintains professional personal appearance, courtesy, poise.
6. Assumes responsibility for non-instructional assignments/activities.
7. Actively participates in Professional Development.

Two or more Unacceptable ratings in Category II will result in an overall rating of Unacceptable.

Category II Rating:

Intensive Assistance

Required:

Narrative Description:

I certify that the overall performance of this employee is:

-- DRAFT -- Page 1 of 2

Per Act 1 of the 2012 Legislative Session, if an employee has a final rating of "ineffective", the employee:

- Must be placed on an intensive assistance plan as outlined in the LPPS Personnel Evaluation Plan.

- Will not be eligible for any type of salary increase in the following school year including but

not limited to normal step increases, effectiveness stipends, "13th checks", etc.

- Will remain eligible for stipends for extracurricular work beyond the normal teaching day such as participating in workshops, coaching, band directing, before or after school remediation, ROTC, etc.

Please refer to Bulletin 111 and LPPS Personnel Evaluation Plan for the specifications of the evaluation process.

Signature: _____ Date: _____

Evaluator: Please sign here and include your employee number.

Signature: _____ Date: _____

NON-INSTRUCTIONAL OBSERVATION

FN 110

Name and Job Title:

rev. 6/13

Employee ID#:

Observation Statements:

Please complete Observations Statements in the box provided.

Commendations and Recommendations:

Please complete Commendations and Recommendations in the box provided.

Please sign here:

Signature: _____ Date: _____

Opportunity for Response:

Notification of Intensive Assistance

FN111.A
Revised 06**CENTRAL OFFICE TEACHER COMPASS OBSERVATION***Job Title:**Employee ID#:**Grade Level:**Subject:**Number of Students:**Observation Date:**Post Observation Conference**Date:**Lesson Start Time:**Lesson End Time:***Evidence for each domain of the observation must reflect the criteria found in the Danielson****Rubric. Rubric indicators are found at the end of the observation workbook.***Planning and Preparation Competency 1C~ Setting Instructional Objectives:**Evidence for Planning and Preparation Competency 1C~ Setting Instructional Objectives:**Classroom Environment Competency 2C~ Managing Classroom Procedures:**Evidence for Classroom Environment Competency 2C~ Managing Classroom Procedures:**Instruction Competency 3B~ Using Questioning and Discussion Techniques:**Evidence for Instruction Competency 3B~ Using Questioning and Discussion Techniques:**Instruction Competency 3C: Engaging Students in Learning:**Evidence for Instruction Competency 3C: Engaging Students in Learning:**Instruction Competency 3D~ Using Assessment in Instruction:**Evidence for Instruction Competency 3D~ Using Assessment in Instruction:**Observation Score:**Observation Rating:*

This score does not calculate into the employee's Overall Performance Score for evaluation purposes. It is an indicator of

how the employee's performance compares to the Danielson Rubric.

*Commendations/Recommendations:**Please sign here:**(Printed copy only. Electronic signature is located on bottom of this form.)*

Signature: _____ Date: _____

NOTIFICATION OF INTENSIVE ASSISTANCE

Unacceptable job performance improvement in the following areas:

As a result of the statement(s) above, you are hereby notified that you are placed on Intensive Assistance.

_____ Signature of Evaluator	_____ Evaluator ID#	_____ Date
_____ Signature of Employee	_____ Employee ID#	_____ Date

Attach this copy to the Intensive Assistance Plan.

Intensive Assistance Plan

FN111.B
Revised 06

LIVINGSTON PARISH PUBLIC SCHOOLS
INTENSIVE ASSISTANCE PLAN

EMPLOYEE: _____ POSITION: _____

EVALUATOR: _____ POSITION: _____

ASSISTANCE LEVEL: LEVEL I _____ LEVEL II _____

BEGINNING DATE _____ COMPLETION DATE _____

PROGRAM OUTLINE:

PERFORMANCE OBJECTIVE(S) ASSIGNED ASSISTANCE:

ACTIVITIES _____

EVALUATOR SIGNATURE

EMPLOYEE SIGNATURE

DATE

DATE

FOLLOW UP COMMENTS _____

EVALUATOR SIGNATURE

EMPLOYEE SIGNATURE

DATE

EMPLOYEE ID#

Employee Response to Evaluation



LIVINGSTON PARISH PUBLIC SCHOOLS
EMPLOYEE RESPONSE TO EVALUATION

School: _____

Teacher: _____

Subject and Grade: _____

Date: _____

In response to evaluation by _____
Evaluator

on _____
Date

Response: _____

Evaluator: _____
(Signature)

Evaluatee: _____
(Signature)

Employee Number: _____

White -- Evaluator

Yellow — Personnel Director

Pink – Evaluatee

COMPASS LEADER EVALUATION 2014/2015

Job Title:

Employee ID#:

Grade Level:

Subject:

CATEGORY I: PERFORMANCE RESPONSIBILITIES

Announced Observation

Score:

Announced Observation

Rating:

Unannounced Observation

Score:

Unannounced Observation

Rating:

Observation Score:

If total observation score is 1.49 or lower, total teacher evaluation will be rated as ineffective. (BESE Bulletin 130 revised April 2014)

Observation Rating:

If total observation score is 1.49 or lower, total teacher evaluation will be rated as ineffective.(BESE Bulletin 130 revised April 2014)

SLT #1 Score:

SLT #1 Rating:

SLT #2 Score:

SLT #2 Rating:

SLT Score:

If total SLT score is 1.49 or lower, total teacher evaluation will be rated as ineffective.(BESE Bulletin 130 revised April 2014)

SLT Rating:

If total SLT score is 1.49 or lower, total teacher evaluation will be rated as ineffective.(BESE Bulletin 130 revised April 2014)

Overall Performance Score:

If total observation score is 1.49 or lower, total teacher evaluation will be rated as ineffective. (BESE Bulletin 130 revised April 2014)

Overall Performance Score:

Overall Performance Rating:

If total observation score is 1.49 or lower, total teacher evaluation will be rated as ineffective. (BESE Bulletin 130 revised April 2014)

Overall Performance Rating:

An overall rating of Ineffective in Category I will result in an Unacceptable rating for Category I.

Category I Rating:

Intensive Assistance

Required:

CATEGORY II: RELATED JOB RESPONSIBILITIES

This employee:

-- DRAFT -- Page 1 of 2

1. Maintains proper student discipline in classroom and non-classroom settings.
2. Pays attention to the well-being of students.
3. Complies with the policies of the school system.
4. Is prompt in attendance and duty assignments.
5. Is prompt and accurate in records and reports.
6. Communicates and cooperates with staff and community.
7. Maintains professional personal appearance, courtesy, and poise.
8. Assumes responsibility for non-instructional assignments/activities.
9. Is actively involved in school improvement and curriculum planning.
10. Actively participates in professional development.

Two or more Unacceptable ratings in Category II will result in an overall rating of Unacceptable.

Category II Rating:

Intensive Assistance

Required:

Narrative Description:

I certify that the overall performance of this employee is:

Per Act 1 of the 2012 Legislative Session, if an employee has a final rating of “ineffective”, the employee:

- Must be placed on an intensive assistance plan as outlined in the LPPS Personnel Evaluation Plan.

- Will not be eligible for any type of salary increase in the following school year including but

not limited to normal step increases, effectiveness stipends, “13th checks”, etc.

- Will remain eligible for stipends for extracurricular work beyond the normal teaching day such as participating in workshops, coaching, band directing, before or after school remediation, ROTC, etc.

Please refer to Bulletin 111 and LPPS Personnel Evaluation Plan for the specifications of the evaluation process.

Signature: _____ Date: _____

Evaluator: Please sign here and include your employee number.

Signature: _____ Date: _____

Compass Leader Evaluation 2014/2015 -- DRAFT --

--

COMPASS LEADER OBSERVATION #1 2014/2015

Job Title:

Employee ID#:

Grade Level:

Number of students at school

site:

Observation Date:

Leader Site Visit Analysis:

School Vision Competency 1A: Sets ambitious, data-driven goals and a vision for achievement; invests teachers, students, and other stakeholders in that vision.

Evidence of School Vision Competency 1A: Sets ambitious, data-driven goals and a vision for achievement; invests teachers, students, and other stakeholders in that vision.

School Culture Competency 2A: Facilitates collaboration among teams of teachers.

Evidence of School Culture Competency 2A: Facilitates collaboration among teams of teachers.

School Culture Competency 2B: Provides opportunities for professional growth and develops a pipeline of teacher leaders.

Evidence of School Culture Competency 2B: Provides opportunities for professional growth and develops a pipeline of

teacher leaders.

School Culture Competency 2C: Creates and upholds systems which result in a safe and orderly school environment.

Evidence of School Culture Competency 2C: Creates and upholds systems which result in a safe and orderly school environment.

Instruction Competency 3A: Observes teachers and provides feedback on instruction regularly.

Evidence of Instruction Competency 3A: Observes teachers and provides feedback on instruction regularly.

Instruction Competency 3B: Ensures teachers set clear, measurable objectives aligned to the approved curriculum.

Evidence of Instruction Competency 3B: Ensures teachers set clear, measurable objectives aligned to the approved curriculum.

Instruction Competency 3C: Ensures teachers use assessments reflective of high levels of academic rigor.

Evidence of Instruction Competency 3C: Ensures teachers use assessments reflective of high levels of academic rigor.

Overall Observation Commendations/Recommendations:

Overall Observation #1 Score:

Overall Observation #1

Rating:

-- DRAFT -- Page 1 of 2

Please sign here:

(Printed copy only. Electronic signature is located on bottom of this form.)

Signature: _____ Date: _____

Detailed Description of Objectives:

To access:

1. Click on link below.

2. Scroll down and click the Complete Framework for Teaching Instrument link.

Clickable

Compass Leader Observation #1 2014/2015 -- DRAFT --

--

COMPASS LEADER OBSERVATION #2 2014/2015

Job Title:

Employee ID#:

Grade Level:

Number of students at school

site:

Observation Date:

Leader Site Visit Analysis:

School Vision Competency 1A: Sets ambitious, data-driven goals and a vision for achievement; invests teachers, students, and other stakeholders in that vision.

Evidence of School Vision Competency 1A: Sets ambitious, data-driven goals and a vision for achievement; invests teachers, students, and other stakeholders in that vision.

School Culture Competency 2A: Facilitates collaboration among teams of teachers.

Evidence of School Culture Competency 2A: Facilitates collaboration among teams of teachers.

School Culture Competency 2B: Provides opportunities for professional growth and develops a pipeline of teacher leaders.

Evidence of School Culture Competency 2B: Provides opportunities for professional growth and develops a pipeline of

teacher leaders.

School Culture Competency 2C: Creates and upholds systems which result in a safe and orderly school environment.

Evidence of School Culture Competency 2C: Creates and upholds systems which result in a safe and orderly school environment.

Instruction Competency 3A: Observes teachers and provides feedback on instruction regularly.

Evidence of Instruction Competency 3A: Observes teachers and provides feedback on instruction regularly.

Instruction Competency 3B: Ensures teachers set clear, measurable objectives aligned to the approved curriculum.

Evidence of Instruction Competency 3B: Ensures teachers set clear, measurable objectives aligned to the approved curriculum.

Instruction Competency 3C: Ensures teachers use assessments reflective of high levels of academic rigor.

Evidence of Instruction Competency 3C: Ensures teachers use assessments reflective of high levels of academic rigor.

Overall Observation Commendations/Recommendations:

Overall Observation #1 Score:

Overall Observation #1

Rating:

-- DRAFT -- Page 1 of 2

Please sign here:

(Printed copy only. Electronic signature is located on bottom of this form.)

Signature: _____ **Date:** _____

Detailed Description of Objectives:

To access:

1. [Click on link below.](#)

2. Scroll down and click the Complete Framework for Teaching Instrument link.

[Clickable](#)

Compass Leader Observation #2 2014/2015 -- DRAFT --

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Building: Responsible:

SCHOOL NURSE OBSERVATION

Name and Job Title:

Employee ID#:

Grade Level(s):

I. Leadership:

Leadership:

Demonstrates knowledge and skill in the decision-making process.

Demonstrates ability to work well with individuals, groups, and co-workers.

Maintains high standards of ethics, honesty, and integrity in all matters.

Works enthusiastically toward achieving goals and specified objectives.

Shows initiative in accomplishing performance responsibilities specified in Job Description.

Documentary Comments:

II. Organization, Administration, and Supervision:

Organization, Administration, and Supervision:

Attention to Detail and Routing: Prepares all reports in an accurate and complete manner, submits on or before specified dates; adheres to prescribed administrative regulations on a consistent basis.

Policies, Practices, and Procedures: Demonstrates command of knowledge and skills and responsibility of administering, assessing and establishing policies, practices, and procedures.

Documentary Comments:

III. Assessment and Evaluation:

Assessment and Evaluation:

Conducts an assessment on students receiving medications at school.

Conducts mandated screening programs at the school site according to LA State Law and Nursing Department procedures.

Makes referrals when indicated.

Evaluates health status of students with identified health conditions and develops Individualized Health Plans accordingly.

Documentary Comments:

IV. Implementation of Communicable Disease Control:

-- DRAFT -- Page 1 of 2

Implementation of Communicable Disease Control:

Assists in verifying state required immunizations of students.

Communicates to parent/guardian, principals, and appropriate school personnel those students who are noncompliant with state required immunizations.

Serves as a resource person with the identification of communicable disease at the school site and takes appropriate action.

Follows Universal Precaution Guidelines for the disposal of wastes.

Documentary Comments:

V. Health Resources:

Health Resources:

Conducts planned in-service/training for personnel/

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students.

Recommends appropriate education adaptation in the school setting for medically fragile students.

Provides health information to students, parents, and/or school personnel.

Provides information to classroom teachers regarding health issues upon request.

Documentary Comments:

Documentation of Unsatisfactory Performance:

(Note below specific facts to validate any ratings of "Unsatisfactory" in Major Areas I – V above).

List Recommendations for Improvement:

List strengths of employee:

Please sign here:

Signature: _____ **Date:** _____

Opportunity for Response:

School Nurse Observation -- DRAFT --

--

SCHOOL NURSE EVALUATION

FN 117

Name and Job Title:

rev. 6/13

Employee ID#:

Grade Level(s):

Category I: Performance Responsibilities

1. Leadership:

2. Organization:

3. Assessment and

Evaluation:

4. Implementation of
Communicable Disease

Control:

5. Health Resources:

Narrative Description:

Intensive Assistance

Required:

One or more rating(s) of Ineffective in Category I will result in an Unacceptable rating for Category I.

Category II: Related Job Responsibilities

This nurse:

1. Demonstrates knowledge and skill in decision making
process.

2. Pays attention to the well-being of students.

3. Complies with policies of the school system.

4. Is prompt in attendance and assigned duties.

5. Is prompt and accurate in records and reports.

6. Communicates and cooperates with staff and
community.7. Maintains professional personal appearance, courtesy,
poise.

8. Shows initiative in assigned tasks and problems.

9. Is actively involved in school health and planning for
student well-being.

10. Actively participates in Professional Development.

Two or more Unacceptable ratings in Category II will result in an overall rating of Unacceptable.

Narrative Description:

Overall Rating:

I certify that the overall performance of this employee is:

Please sign here:

Signature: _____ Date: _____

-- DRAF

Job Descriptions

Documentation of current signature reflecting the annual review and/or receipt of job descriptions will be filed in the central office in the single official file.

All certified and other personnel shall be provided with their job descriptions prior to the beginning of their employment in school system in their position and each time their job description is revised.

Personnel with supervisory duties are identified on the Accountability Register Section 6.2.

- 1.1 Superintendent
- 1.2 Assistant Superintendent
- 1.3 Assistant Superintendent/Personnel Director
- 1.4 Director of Curriculum
- 1.5 Supervisor of Instruction
- 1.6 Curriculum Coordinator
- 1.7 Supervisor of Personnel/Human Resources
- 1.8 Human Resources Retirement Liaison
- 1.9 Energy Educator/Manager
- 1.10 Supervisor of Construction
- 1.11 Principal, Special Projects
- 2.1 Supervisor/Director of Special Education/Child Search Coordinator
- 2.2 Teacher of Special Education
- 2.3 Special Education Transition Coordinator
- 2.4 School Social Worker
- 2.5 Educational Diagnostician
- 2.6 Speech and Language Pathologist
- 2.7 Teacher of Special Education (Itinerant Preschool Teachers)
- 2.8 Physical Therapist
- 2.9 Occupational Therapist
- 2.10 Adapted Physical Education Teacher
- 2.11 Speech Coordinator
- 2.12 Teacher of the Homebound
- 2.13 Special Education Curriculum Coordinator
- 2.14 Supervisor of Speech Therapy
- 2.15 Special Education Vocational Teacher
- 2.16 Special Education Vocational Facilitator
- 2.17 School Psychologist/School Psychological Assistant
- 2.18 IEP Facilitator
- 2.19 Pupil Appraisal Coordinator
- 2.20 Special Education Discipline/IEP Facilitator
- 2.21 Inclusion/Staff Development Coordinator
- 2.22 Early Childhood Special Education (ECSE) Coordinator
- 2.23 Support Teacher of Students with Significant Disabilities
- 2.24 Response to Intervention Coordinator
- 2.25 504/Dyslexia Coordinator
- 2.26 SBLC Pre-referral Interventionist
- 2.27 Special Education Assistive Technologist
- 2.28 Special Education Assistive Technologist Support
- 2.29 Career and Technical Education Coordinator
- 2.30 Special Education Paraprofessional
- 2.40 Educational Interpreter
- 3.1 Director/Supervisor of Federal Programs
- 3.2 Coordinator of Federal Programs
- 3.3 Title One Teacher
- 4.1 Transportation Supervisor
- 4.2 School Bus Driver, Special Ed., Substitute Bus Driver
- 5.1 Supervisor of Child Nutrition Programs
- 5.2 Assistant Supervisor of Child Nutrition Programs
- 5.3 Meal Benefits Coordinator, Child Nutrition Program
- 5.40 Field Manager
- 5.41 Cafeteria Manager-A (Lunch ADP above 550); Cafeteria Manager-B (Lunch ADP below 550); Cafeteria Manager, Multi-Site (2 or more cooking facilities)
- 5.5 Child Nutrition Program Production Manager
- 5.6 Child Nutrition Program Technician

Continued

5.7 Manager Coordinator
 5.8 Coordinator of Successmaker Technology Labs
 5.9 Computer Training Coordinator, Child Nutrition Program
 6.1 Supervisor of Library Services, Textbooks, Materials and Supplies
 7.1 Supervisor of Child Welfare and Attendance
 7.2 Adult Education Director
 7.3 Industry Based Instructor for PreGED/Skills Option Program
 8.1 Principal
 8.2 Assistant Principal
 8.3 Teacher
 8.4 Teacher of Gifted Students
 8.5 Teacher of Talented Students
 8.6 Principal Designee
 8.7 School Counselor
 8.8 Elementary School Counselor
 8.9 Librarian
 8.10 School Nurse
 8.10A Registered Nurse
 8.10B Nurse Coordinator
 8.10C LPN
 8.11 Teacher of English as a Second Language
 8.12 Athletic Director
 8.13 Coach
 8.14 Custodian
 9.1 Business Manager
 9.2 Assistant Business Manager
 9.3 Accountant (Acting Assistant Business Manager)
 9.4 Accountant
 9.5 Internal Auditor
 9.6 Purchasing Agent
 9.7 Warehouse Manager
 9.8 Fixed Asset Controller
 9.9 Risk Management Coordinator
 10.1 Sales Tax Director
 10.2 Senior Auditor/Assistant Director of Sales Tax
 10.3 Field Auditor
 10.4 Field Auditor-1
 11.1 Maintenance Supervisor
 11.2 Maintenance Foreman
 11.3 Maintenance Director
 11.4 Assistant Maintenance Director: Mechanical/Architectural Division
 11.5 Facilities Analyst/Technical Draftsman
 11.6 Office Coordinator for Maintenance and New Construction
 11.7 Assistance Maintenance Director/New Construction
 12.1 Director of the Livingston Parish Literacy/Technology Center
 12.2 Assistant Director of the Livingston Parish Literacy/Technology Center
 13.2 Drill Instructor
 14.1 Director of Technology
 14.2 Director of Management Information Systems
 14.3 Local Area Network (LAN) Manager
 14.4 Wide Area Network Manager
 14.5 Helpdesk/LAN Manager
 14.6 Programmer Analyst
 14.7 Technology Coordinator
 14.8 Network Administrator
 14.9 Wide Area Network Support Specialist - Network Level
 14.10 Network Support Specialist - Servers and Applications
 14.11 Technology Facilitator
 14.12 Print Shop Manager
 15.00 Special Education Program Development Coordinator
 15.1 Special Education Project Coordinator
 16.00 10 month Secretary
 16.01 Financial Secretary

Continued

- 17.0 Transportation Shop Manager
- 17.1 Transportation Office Manager
- 17.2 Transportation Bus Shop Leaderman
- 17.3 Vehicle Mechanic
- 17.4 Transportation Manager
- 17.5 Transportation Routing Analyst
- 17.6 Transportation Mechanic Manager
- 17.6 School Bus Aide(Paraprofessional)
- 17.7 Maintance Level 4-Locksmith
- 17.8 School Bus Aide (Paraprofessional)
- 17.9 Special Programs Administrator for Child Nutrition
- 17.10 ELL/ESL Coordinator
- 17.11 STEM Program Administrator
- 17.12 Teacher Aid/Paraprofessional
- 17.13 Virtual Instruction Program Administrator
- 17.14 Staff Accountant

**Livingston Parish Public Schools
Job Description**

Title: *Superintendent*

Qualifications: As established by the State Board of Elementary and Secondary Education and listed in Bulletin #746

Evaluator: School Board Committee

Job Goal/Overview: To inspire, lead, guide, and direct every member of the administrative, instructional and supportive service teams in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with a complete, valuable, meaningful, and personally rewarding education.

Further, to oversee and administer the use of all facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever present overriding awareness of and concern for their impact upon each individual student's education.

Performance Responsibilities:

1. Administers as chief school 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 and requirements of applicable laws.
2. Develops performance bench marks for student academic growth throughout the district.
3. Recommends the number and types of positions required to provide proper personnel for the operation of such a program.
4. Recommends policies on organization, finance, instruction, school plant, and all other functions of school program.
5. Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
6. Appoints all employees of the Board except professional officers of the Board, and assigns, transfers, and makes recommendations for dismissal of any and all employees of the Board except professional officers of the Board.
7. Maintains directly, or through delegation, such personnel records, pupils' accounting records, business records, and other records which are required by law and by Board policy.
8. Supervises the preparation and presentation of the annual budget and recommends it to the Board for approval.
9. Attends and participates in all meetings except those which are concerned with the Superintendent's employment.
10. Conducts a continuous evaluation of the progress and the needs of the schools and keeps the public informed.
11. Serves as secretary of the Board.
12. Completes Professional Growth Plan.

Terms of Employment: Four (4) year terms

Salary Range: Negotiated as an annual salary established by the Board.-exempt employee

Evaluation: Performance of this job will be evaluated by a committee established by the Board.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Assistant Superintendent*

Qualifications: Same as the Superintendent as established by the State Board of Elementary and Secondary Education as listed in Bulletin #746

Evaluator: Superintendent

Job Goal: 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.

Performance Responsibilities:

1. Assists the Superintendent in directing the administration and coordination of the district's educational programs.
2. Interprets school rules and regulations.
3. Interprets and clarifies personnel policies to all employees, and resolves personnel grievances or complaints when requested by the Superintendent.
4. Communicates to the Superintendent the requirements and needs of the district as perceived by staff members.
5. Initiates and administers in-service programs in conjunction with the supervisory staff and principals.
6. Formulates an adequate curriculum-building program in conjunction with the supervisory staff, principals, and teachers.
7. Insures that all district personnel effectively utilize central staff capabilities, resources, and services.
8. Insures a continuous orientation program for new teachers.
9. Seeks ways and means of continually improving and implementing the supervisory services in the total school program.
10. Participates in appropriate local, state, and national professional meetings.
11. Attends all regular meetings of the Board.
12. Completes Professional Growth Plan.
13. Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent.

Terms of Employment: 240 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually by the Superintendent.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Assistant Superintendent/Personnel Director*

Qualifications: Same as the Superintendent as established by the State Board of Elementary and Secondary Education as listed in Bulletin #746.

Evaluator: Superintendent

Job Goal: 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.

Performance Responsibilities:

1. Assists the Superintendent in directing the administration and coordination of the district's educational programs.
2. Occupies the position of Director of Personnel for the school system.
 - a. Recruitment and assignment of all teaching positions.
 - b. Personnel conferences for all employees.
 - c. Assists in observations of principals and assistant principals and their designees.
 - d. Maintain all appropriate personnel records on all employees.
 - e. Provide student population estimates.
3. Occupies the position of Central Office Manager.
 - a. Facilitate observation, evaluation, and supervision of all central office personnel by working within the guidelines of the Personnel Evaluation Plan for observations and evaluations.
 - b. Follow-up on input from school administrators as they relate to central office personnel.
 - c. Recommendations to Superintendent on all central office job assignments.
 - d. Follow-up on job description being effectively communicated to understood and carried out by central office personnel.
 - e. Accepts and researches requests from central office personnel as they relate to staffing needs or changes, additional facilities, etc. and makes recommendations to Superintendent.
 - f. Interviews prospective administrators and central office supervisors.
4. Insures that all district personnel effectively utilize central staff capabilities, resources, and services.
5. Insures a continuous orientation program for new teachers.
6. Seeks ways and means of continually improving and implementing the supervisory services in the total school program.
7. Participates in appropriate local, state, and national professional meetings.
8. Attends all regular meetings of the Board.
9. Completes Professional Growth Plan.
10. Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent.

Terms of Employment: 240 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually by the Superintendent.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Director of Curriculum*

Qualifications: As established by the State Board of Elementary and Secondary Education as listed in Bulletin #746

Evaluator: Superintendent/Designee

Job Goal: To design, implement and evaluate the general instructional program so that each student may derive the greater and personal benefit from the learning experience.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Serves under the immediate direction of the Superintendent and is responsible for the organization, administration, and supervision of the general instructional program of the parish schools.
3. Is responsible for programs to improve methods and techniques of teaching and providing of adequate in-service training.
4. Is responsible for the observation/evaluation process for instructional personnel.
5. Is available as technical advisor and resource person to assist principals in matters pertaining to instruction and assists teachers in locating materials, supplies, teaching aides, etc.
6. Is active in the evaluation and professional growth of school personnel.
7. Monitors teacher' performance, develops standards of effective teaching which will assist in the improvement of instruction, growth, and development of teachers, while at the same time conserving the teachers' energies and abilities.
8. Ensures that the curriculum, as prescribed by law, is established in the parish schools and shall help to develop other curricula to fit the purposes and needs of individual pupils and schools.
9. Performs the following:
 - a. Is responsible for the monitoring of schools' master schedules.
 - b. Is responsible for annual school reports.
 - c. Acts as consultant in the selection of textbooks.
 - d. Is responsible for all committees on the parish level in matters related to the general instructional program.
 - e. Keeps the Superintendent informed of the progress of the general instructional programs in the parish schools.
 - f. Sees that all rules and regulations of the Board and policies of the Superintendent are properly enforced and observed within their areas.
 - g. Performs other duties as assigned by the Superintendent.
10. Conducts a continuing survey of programs in individual schools "to the end that improvement may be made in the curriculum, in instruction, in record keeping, in promotion and classification of pupils, in professional attitudes toward school work, in school management, and in school and community cooperation."
11. Completes Professional Growth Plan.

Terms of Employment: 240 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel by the Superintendent.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Supervisor of Instruction*

Qualifications: As established by the State Board of Elementary and Secondary Education as listed in Bulletin #746

Evaluator: Superintendent/Designee

Job Goal: To achieve and maintain standards of excellence in teaching so that each student may derive the greater and personal benefit from the learning experience.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
3. Serves under the immediate direction of the Superintendent and is responsible for the organization, administration, and supervision of the total instructional program of the parish schools.
4. Assists teachers to improve their methods and techniques of teaching by observation of work and by providing adequate in-service training.
5. Inform principals of their observations and impressions following visits to the classrooms and makes recommendations, where necessary for improving the work of the teacher visited.
6. Is available as technical advisor and resource person to assist principals in matters pertaining to instruction and assists teachers in locating materials, supplies, teaching aides, etc.
7. Monitors teacher performance and develops standards of teaching efficiently that will assist in the improvement of instruction, growth, and development of teachers, while at the same time conserving the teachers' energies and abilities.
8. Ensures that the curricula, as prescribed by law, is established in the parish schools and shall help to develop other curricula to fit the purposes and needs of individual pupils and schools.
9. Performs the following:
 - Checks and /or modifies all daily teaching schedules
 - Compiles annual school reports.
 - Acts as consultants in the selection of textbooks.
 - Keeps the Superintendent informed of the progress of the instructional program in the parish schools.
 - Sees that all rules and regulations of the Board and policies of the Superintendent are properly enforced and observed within their areas.
 - Performs other duties as assigned by the Superintendent.
10. Conducts a continuing survey of programs in individual schools "to the end that improvement may be made in the curriculum, in instruction, in record keeping, in promotion and classification of pupils, in professional attitudes toward school work, in school management, and school and community cooperation."
11. Completes Professional Growth Plan.

Terms of Employment: 240 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Curriculum Coordinator*

Qualifications: Valid Louisiana Teacher's Certificate

Evaluator: Assigned Supervisor of Instruction

Job Goal: To help teacher translate curriculum goals and objectives into meaningful learning experiences for each individual.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Meets with teachers to interpret and help implement the district's curriculum; observes and conferences with assigned teachers.
3. Assists teachers at their request in organizing classrooms for effective learning.
4. Serves as a consultant in the selection of instructional supplies, equipment, and books.
5. Assists in planning workshops and other in-service programs for helping to raise the level of instructional performance.
6. Assists in planning workshops and other in-service programs to raise the level of instructional performance.
7. Recommends ways in which the curriculum can be adjusted to meet the special learning needs of exceptional children.
8. Participates in proposed and ongoing curriculum development projects and Parish curriculum guides.
9. Serves as advisor and special consultant to probationary teachers.
10. Helps plan and carry out staff curriculum meetings.
11. Advises in the placement of grouping of children.
12. Engages as assigned in research related to curriculum development.
13. Completes Professional Growth Plan.
14. Performs other duties as assigned by the Superintendent.

Terms of Employment: 212 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Supervisor of Personnel/Human Resources*

Qualifications: Same as Supervisor of Instruction in Bulletin #746

Evaluator: Superintendent/Designee

Job Goal: To recruit certified and classified personnel of a sufficient caliber of excellence as to insure consistently high educational benefits to each student in the district.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.
 - I. Planning and Preparation
 - II. The Classroom Environment
 - III. Instruction
- 1c. Setting Instructional Outcomes
- 2c. Managing Classroom Procedures
- 3b. Questioning and Discussion Techniques
- 3c. Engaging Students in Learning
- 3d. Using Assessment in Instruction
2. Plans, coordinates and participates in the recruitment of certified and classified staff members.
3. Screens and processes applications of candidates.
 1. Works with principals in the selection, assignment and evaluation of personnel.
 2. Administers those phases of the personnel program which include records, reports, contract, benefit programs and certification.
 3. Interviews and recommends to the superintendent applicants for appointment and for presentation to the Board.
 4. Interprets existing personnel policies and regulations to the staff, and makes recommendations concerning the formulation of policies and regulations.
 5. Counsels with employees to resolve complaints, difficulties, and other matters related to personnel management, and works with principals on difficult or sensitive personnel matters.
 6. Develops and maintains a system for personnel records for all school employees, in order to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment, transfer, tenure, retirement, leave promotion, etc.
 7. Prepares and maintains statistical information on all personnel, and submits the necessary statistical reports to the State Department of Education and to the Board.
 8. Initiates and coordinates an orientation program for new teachers.
 9. Advises professional personnel on retirement procedures.
 10. Completes Professional Growth Plan.
 11. Performs such other task and assumes such other responsibilities as assigned by the Superintendent.

Terms of Employment: 240 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Human Resources Retirement Liaison*

Qualifications: Has a bachelor's degree from an accredited university

Evaluator: Supervisor of Human Resource

Job Goal: Assist Supervisor of Human Resources in serving the employees of LPPS in matters relating to retirement while adhering to accurate accounting procedures involving salary certifications.

Performance Responsibilities:

1. Implement existing policy as it relates to Payroll, Insurance and Retirement.
2. Act as Liaison between several state agencies including, but not limited to, TRSL, LASERS and LSERS>
3. Maintain accurate accounting, documentation, and reporting procedures between LPPS and retirement systems.
4. Perform annual salary audits of Payroll Account's issuance of employees' earnings, as requested by the retirement systems.
5. Remain current with employment laws as it relates to compensation and benefits insuring LPPS is compliant with state and federal regulations.
6. Complete Professional Growth Plan.
7. Performs such other duties as assigned by the Supervisor of Human Resources or the Superintendent.

Terms of Employment: 240 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____
 **I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Energy Educator/Manager*

Qualifications: Certified Teacher or Administrator

Evaluator: Certified Supervisor

Job Goal: To plan, organize, develop, administer, and evaluate all aspects of energy management.

Performance Responsibilities:

1. Serves as district representative at management-level meetings, seminars and conferences relating to energy use and conservation.
2. Advises assists and makes recommendations to the Superintendent and Board on alternate energy sources, consumption and general conservation measures.
3. Monitors national energy trends and recommends sound energy revisions to present practices.
4. Provides input related to energy management, recommends options for improvements to Board members, Supervisor, Superintendent and Assistant Superintendent.
5. Assist Business Manager in preparing energy requirement estimates and budget allotments for all district facilities.
6. Maintains all electrical, water, natural gas and sewer consumption records and data.
7. Provides yearly report to Board, Business Manager, Assistant Superintendent and Superintendent for budget analysis after all bills have been received from vendors and entered into the data base.
8. Communicates with principals and custodial staff as to the status of their facilities energy consumption.
9. Conducts random "walk-through" audits of all district facilities to insure operating efficiency, optimum environment and compliance with district's energy policy. Tentative schedule of audits may require irregular hours (night, weekend, holiday and summer audits) and working a flex schedule. Work load and time schedule to be coordinated with Assistant Superintendent.
10. Coordinates use of facilities and insures utilizations consistent with energy conservation.
11. Implements night setback program for each school on week nights, weekends, holidays and the summer break.
12. Insures the district is on the proper utility rate schedule and is receiving correct billing.
13. Contacts power provider when power outages occur and keeps Superintendent, Principal of affected school, and Assistant Superintendent informed as to length of time power will be off. Maintains close communications with Power Company and school to be sure efforts are coordinated effectively.
14. Provides in-services to principals and custodians as needed. The time of the in-service is to be coordinated with the in-service presented by the Facilities Director and should provide information on energy/utility saving opportunities.
15. Following state guidelines, prepare Request for Proposals for energy management system retrofits, publish in appropriate newspapers and provide to contractors.
16. After required permits have been obtained by appropriate personnel and sent to the utility provider, the Energy Manager will apply for new accounts and for meter installation after receiving the work order.
17. Maintain digital controls for energy management program through computer monitoring of digital devices. Advises school administrator and appropriate facilities personnel if control problems are suspected that affect the operation of HVAC systems using digital controls.
18. Trouble shoots HVAC systems utilizing digital controls, generates work orders to Maintenance Department when mechanical issues are suspected.
19. Encourage efficient energy usage of sites during the summer by custodial staff by issuing stripping and waxing guidelines at the start of each summer.
20. Insure instruction is provided school administrator and maintenance personnel on proper operation of energy management systems and equipment.
21. Annually inspects security lighting at all sites and coordinates with energy company and site supervisor for repairs if needed.
22. Perform other tasks that are reasonably within job qualifications for Energy Manager as assigned by Superintendent/Supervisor.

Terms of Employment: 240 Day Year

Salary Range: See Salary Schedule as established by the LPPS Board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.-non exempt employee

Energy Educator/Manager Signature: _____ Employee Number _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Superintendent Signature: _____ Date: _____

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Revised '12

**Livingston Parish Public Schools
Job Description**

Title: *Supervisor of Construction*

Qualifications: High school graduate with five (5) years practical experience in a broad field of building maintenance, equipment maintenance and construction, with the ability to read and understand blueprints. General knowledge of most of the maintenance trades and ability to prepare and follow written instructions.

Evaluator: Superintendent/Designee

Job Goal: To administer and supervise the Parish construction and maintenance program.

Performance Responsibilities:

1. Works closely with the Business Manager in financial planning of construction activities.
2. Coordinates and supervises construction activities.
3. Inspects construction projects during progress and upon completion.
4. Serves as an advisor to the maintenance supervisor.
5. Prepares all written reports required for the efficient operation of his office.
6. Serves as the parish coordinator for all asbestos related work.
7. Aids in review and preparation of annual construction budgets.
8. Serves as the energy management coordinator for the parish.
9. Completes Professional Growth Plan.
10. Performs various related work as assigned or required by the Superintendent.

Terms of Employment: 202 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board. non exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel by the Superintendent or Assistant Superintendent.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Principal, Special Projects*
Qualifications: As established by the State Board of Elementary and Secondary Education as listed in Bulletin #746
Evaluator: Superintendent or Assistant Superintendent
Job Goal: To use leadership, supervisory, and administrative skills to promote the educational development of students.

Performance Responsibilities:

1. Has knowledge of Educational Leaders Competencies and Performance Standards.
2. Exercises vision in defining and gaining support for the schools mission and goals.
3. Communicates effectively and gains support for goals within the schools and the communities.
4. Sets high expectations and performance standards that lead to the attainment of schools and district goals.
5. Identifies and analyzes relevant information before making decisions or committing resources.
6. Provides incentives for both teachers and students to excel.
7. Serves as a model of professionalism and communicates educational values.
8. Identifies areas of instructional and program development through the collection and interpretation of student and school data.
9. Involves others effectively in the improvement of curriculum and instruction.
10. Coaches teachers to enhance their instructional effectiveness.
11. Engages in and promotes a program of ongoing professional development.
12. Solicits and frequently gives specific and constructive feedback.
13. Promotes a positive climate in schools.
14. Demonstrates an appreciation for the accomplishments of others.
15. Listens actively to others.
16. Utilizes clear and meaningful oral and written expression.
17. Fosters teamwork and collegiality.
18. Elicits participation in decision making and cultivates leadership in others.
19. Facilitates group processes and effectively manages conflict.
20. Communicates effectively with parents and the community and gains their support for schools' goals, programs, and policies.
21. Provides parents and the community with an appropriate voice in the schools' decision making process.
22. Seeks input from parents and the community as to how the quality of education can be improved.
23. Involves parents and the community in activities of the schools to build a sense of shared responsibility for the quality of education being provided.
24. Encourages the volunteer participation of parents and the community and uses this resource to enhance the quality of education in the schools
25. Plans and prepares an appropriate budget and manages funds effectively.
26. Seeks and allocates appropriate resources (materials, money, and time) to support eh schools programs.
27. Implements school programs within the confines of the district's goals and policies.
28. Schedules curricular and co-curricular activities efficiently and effectively.
29. Understands and applies knowledge of organizations and community policies in generating support for the school.
30. Identifies rules, guidelines, and procedures for schools operation and accepts responsibility for student, teacher, and staff compliance.
31. Collaboratively develops effective discipline and attendance policies.
32. Maintains a visible presence in the school.
33. Protects instructional time when scheduling events and communication efforts.
34. Ensures that schools' facilities are conducive to a positive school environment.
35. Plans and supervises fire drills and an emergency preparedness program.
36. Completes Professional Growth Plan.
37. Performs other duties as assigned by the Superintendent.

Terms of Employment: 240 Day Year.
Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee
Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Supervisor/Director of Special Education/Child Search Coordinator*

Qualifications: As established by the State Board of Elementary and Secondary Education in Bulletin #746

Evaluator: Superintendent/Designee

Job Goal: To supervise over all special education programs and special education personnel to insure a continuous program to meet special education needs.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.
 - I. Planning and Preparation
 - II. The Classroom Environment
 - III. Instruction
 - 1c. Setting Instructional Outcomes
 - 2c. Managing Classroom Procedures
 - 3b. Questioning and Discussion Techniques
 - 3c. Engaging Students in Learning
 - 3d. Using Assessment in Instruction
2. Defines all goals and objectives; interprets and administers the special education program.
3. Recommends policies and develops projects which affect special education.
4. Prepares and administers the budget for the special education program.
5. Coordinates planning and development of curricula, educational materials and instruction for special education.
6. Develops, plans, and provides leadership in the development of special education programs for the parish.
7. Interprets and provides guidelines to insure compliance with parish policies and state and federal laws and regulations.
8. Provides liaison with state and federal governmental agencies and business, labor and industry leaders.
9. Represents the Superintendent in professional committees, panels, seminars, and meetings at state, regional, and national levels.
10. Coordinates special education requirements with inter and intra departmental agencies in the Parish.
11. Evaluates effectiveness of the special education programs and services within the state.
12. Plans and conducts in-service meetings and seminars.
13. Serves as the certified Child Search Coordinator by:
 - a. Developing and submitting with the LEA application for IDEA funds, a Child Search annual plan in accordance with parish procedures.
 - b. Conducting all child search activities in a timely manner.
 - c. Attending and participating in both regional and state Child Search meetings and in the state in-service/meetings, surveys, and needs assessments to meet the requirements of Child Search in the State Plan.
 - d. Completing the required quarterly report on the state form and accurately identifying completed activities and goals.
 - e. Evaluating the achievements of goals and activities.
 - f. Developing a dissemination list of names, addresses, and telephone number of agencies, community groups and others involved and/or interested in service to the birth-through-21 age group. This will include entities such as public and nonpublic schools, physicians, hospitals, SAE agencies, and parent groups.
14. Performs other duties as assigned by the Superintendent.
15. Completes Professional Growth Plan.

Terms of Employment: 240 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Teacher of Special Education*

Qualifications: As established by the State Board of Elementary and Secondary Education in Bulletin #746

Evaluator: Principal

Job Goal: To provide each special education student with a program that will enable him/her to reach his/her fullest physical, emotional, psychological, and behavioral potential as indicated by IEP Goals and Objectives..

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.
 - I. Planning and Preparation
 - II. The Classroom Environment
 - III. Instruction
- 1c. Setting Instructional Outcomes
- 2c. Managing Classroom Procedures
- 3b. Questioning and Discussion Techniques
- 3c. Engaging Students in Learning
- 3d. Using Assessment in Instruction
2. Responsible for student academic growth within the classroom **as determined by Student learning targets and state assessments**
3. Provides a basic core program for special education students consistent with state education code requirements that meet the individual needs, interests, and abilities of students.
4. Meets and instructs assigned classes in the locations and at the times designated.
5. Coordinates and supervises community-based and on-campus job-training program involving the special education students **as applicable.**
6. Sets and maintains acceptable standards of classroom behavior and assists other professional staff members in resolving the unique psychological or disciplinary problems of such students.
7. Works cooperatively with classroom teachers **and paraprofessionals** who have special education students in regular classes, interpreting the abilities and disabilities of these students and assisting the students with regular class assignments.
8. Confers frequently with parents and professional staff members regarding the educational, social, and personal problems of such students.
9. Assists in recommending placement of applicants in the school's special education program.
10. Counsels individuals and groups of special education students with educational, occupational, and personal problems.
11. Assists the special education students in making a realistic assessment of their abilities and in establishing educational and occupational goals in keeping with their abilities.
12. Provides motivation to students who have a short attention span.
13. Attends and participates in faculty meetings.
14. Maintains accurate, complete, **and up to date records** pertinent to the special education program as required by law, district policy, and administrative regulations.
15. Evaluates student progress on a regular basis.
16. Assumes a professional attitude in dealing with students, parents, and colleagues.
17. Demonstrates professional decorum in speech, personal characteristics, and dress and grooming.
18. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
19. Prepares for classes assigned and shows written evidence of preparation.
20. Accepts a share of responsibility for co-curricular activities as assigned.
21. Accepts the responsibilities of writing an individual education plan for each special education student..
22. Assist in upholding and enforcing school rules, administrative regulation, and Board Policy.
23. Completes Professional Growth Plan.
24. Performs other duties as assigned by the Principal **that enhance the assigned job duties including but not limited to staff committees, professional growth, and/or extracurricular activities.**
25. **Use relevant technology to support and differentiate learning.**

Terms of Employment: 182 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board. Exempt employee

Evaluation: Domains and Standards of Effective Teaching may be used for Teacher Evaluation in conjunction with student academic growth.

Physical Requirements **See Appendix C**

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

Livingston Parish Public Schools Job Description

Title: *Special Education Transition Coordinator*

Qualifications:

1. Hold a valid Louisiana Teacher's Certificate.
2. Hold a Master's Degree from a regionally accredited institution.
3. Have a minimum of five (5) years teaching experience in specials education or related field.
4. Hold a Louisiana certification in one area of special education, preferably two.
5. Knowledge of procedures utilized in developing Individualized Education Programs (IEPs)

Evaluator: Supervisor/Director of Special Education

Job Goal: Coordination of transition activities, general supervision of special education teachers and curriculum coordination to ensure special education students the benefit of their education.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Assists in planning and implementing community based instruction, vocational instruction and transitional activities.
3. Assist special education teachers in the development of IEPs for the students they serve.
4. Works in conjunction with IEP facilitators to correlate additional activities to implement special education rules and regulations associated with state and federal laws.
1. Serves as a resource person to assist teachers, principals, counselors, and other school personnel in matters pertaining to special education.
2. Assist in the development of instructional plans and educational materials (including giving teachers assistance in the ordering of materials and organizing new classes.)
7. Observes special education teachers and additionally, observe and evaluate those teachers assigned by the Supervisor/Director of Special Education (i.e., itinerant personnel).
8. Assist with special education programming and projects i.e., reports, records, and dissemination of materials.
9. Attends IEP meetings when requested.
10. Correlates agency participation through core team meetings, parent meetings, and student meetings.
11. Communicates with parents and/or administrators regarding the implementation of the IEP and other issues.
12. Develops knowledge of current state law regarding graduation options.
13. Completes Professional Growth Plan and Self-Evaluation.
14. Performs other duties as assigned by the Supervisor/Director of Special Education and/or Superintendent..

Terms of Employment: 212 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *School Social Worker*

Qualifications: As established by the State Department of Education in School Social Work in Bulletin #746.

Evaluator: Supervisor/Director of Special Education/Child Search Coordinator or Designee

Job Goal: To enable students to derive educational experience from school by providing school social work services to students in need of such assistance.

Performance Responsibilities:

1. Explains and interprets school social work services to parents, teachers, principals, and other members of the parish school system.
2. Assists teachers and other school personnel in the design and implementation of educational and behavioral interventions for referred pupils.
3. Provides individual or group counseling in accordance with local, state and federal regulations.
4. Evaluates as a member of the multidisciplinary team and in accordance with the guidelines set forth in Bulletin #1508.
5. Functions as evaluation coordinator for designated referred students.
6. Participates in special education eligibility determinations and IEP meetings.
7. Interprets assessment findings to parents, teachers, principals, and other professional parish personnel and responsible practitioners outside the school.
8. Confers with parents, teachers, principals, the supervisor of special education and other parish professional staff whenever necessary on matters relative to assessment, behavior management, exceptional children, learning, child development, and any other areas within the expertise of the school social worker.
9. Provides or assists in the provision of in-service training of school personnel on such topics as: pupil appraisal; school psychological services; exceptional children; learning; classroom management; intervention techniques; and other areas of responsibility or expertise.
10. Cooperates with personnel of community health and social service agencies in accordance with local, state, and federal regulations.
11. Maintains accurate case records on all clients regarding their referrals, evaluation, and any other service provided by the social worker in accordance with the requirements of local, state and federal laws, regulations, and/or policies.
12. Provides a written report of any social evaluation or other services provided to clients.
13. Attends staff, professional, and interagency meetings scheduled and/or approved.
14. Keeps abreast of new developments in the area of school social work and keeps other appropriate school personnel informed of the same.
15. Completes Professional Growth Plan.
16. Performs such other duties and assumes other responsibilities as assigned by the Supervisor/Director of Special Education and/or assigned supervisor.
- 17.

Terms of Employment: 202 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Educational Diagnostician*

Qualifications: As established by the State Board of Assessment in Bulletin #746.

Evaluator: Director of Special Education/Child Search Coordinator or Designee

Job Goal: To enable students to derive educational experience from school by providing a full range of educational assessment services to students in need of such assistance.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Explains and interprets educational assessment services to parents, teachers, principals, and other members of the parish school system.
3. Assists teachers and other school personnel in the design and implementation of educational interventions for referred pupils.
4. Evaluates as a member of the multidisciplinary team and in accordance with the guidelines set forth in Bulletin #1508.
5. Functions as evaluation coordinator for designated referred students.
6. Participates in special education eligibility determinations and IEP meetings.
7. Interprets assessment findings to parents, teachers, principals, and other professional parish personnel and responsible practitioners outside the school.
8. Confers with parents, teachers, principals, the director of special education and other parish professional staff whenever necessary on matters relative to assessment, exceptional children, learning, child development, and any other areas within the expertise of the educational diagnostician.
9. Provides or assists in the provision of in-service training of school personnel on such topics as: pupil appraisal; exceptional children; learning; classroom management; intervention techniques; and other areas of responsibility or expertise.
10. Maintains accurate case records on all clients regarding their referrals, evaluation, and any other services provided by the educational diagnostician in accordance with the requirements of local, state and federal laws, regulations, and/or policies.
11. Provides a written report of any educational evaluation or other services provided to clients.
12. Attends staff, professional, and interagency meetings scheduled and/or approved.
13. Keeps abreast of new developments in the area of educational assessment and keeps other appropriate school personnel informed of the same.
14. Completes Professional Growth Plan.
15. Performs all other duties and assumes other responsibilities as assigned by the Director of Special Education and/or assigned supervisor.

Terms of Employment: 202 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Speech and Language Pathologist*

Qualifications: As set by the State Board of Elementary and Secondary Education in Bulletin #746.

Evaluator: Supervisor/Director of Special Education/Child Search or Designee

Job Goal: To help reduce or eliminate speech and hearing impediments that interferes with the individual student's ability to derive benefit from the district's educational program.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.
 - I. Planning and Preparation
 - II. The Classroom Environment
 - III. Instruction
- 1c. Setting Instructional Outcomes
- 2c. Managing Classroom Procedures
- 3b. Questioning and Discussion Techniques
- 3c. Engaging Students in Learning
- 3d. Using Assessment in Instruction
2. Serves as a resource to school staff members in the development of a balanced program for oral communication and speech improvement.
3. Provides a therapeutic program to meet individual needs of speech and hearing deficits.
4. Assists and guides teachers in observing, describing, and referring suspected and identified speech and language impairments.
5. Provides a thorough assessment and diagnosis of speech, voice, hearing, and language impairments.
6. Provides screening to identify speech handicapped children at regular intervals and at specified levels.
7. Assists in proper referrals of individual to agencies and specialists in the community as appropriate.
8. Provides appropriate individualized programs of therapy to meet individual students' needs and corrects existing speech or language deficits.
9. Collaborates with classroom teachers and parents to implement therapy by providing suggestions for the student's daily activities.
10. Provides information, support, and counseling to parents and families when appropriate.
11. Provides in-serve education and serves as a consultant to teachers and school members on topics concerning speech improvement.
12. Keep thorough, ongoing records of the individual student receiving therapy or other school-provided speech services.
13. Maintains lists of referred, screened, and eligible students, as well as a directory of outside agencies, consultants, specialists, and related services.
14. Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies.
15. Maintains proper student discipline in the classroom and not-classroom settings.
16. Completes Professional Growth Plan.
17. Performs other duties as assigned by the Superintendent.

Terms of Employment: 182 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Teacher of Special Education (Itinerant Preschool Teachers)*

Qualifications: As established by the State Board of Elementary and Secondary Education in Bulletin #746

Evaluator: Principal or Assigned Supervisor

Job Goal: To provide each special education student with a program that will enable him/her to reach his/her educational, physical, emotional, psychological, and behavioral potential.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I.	Planning and Preparation	1c. Setting Instructional Outcomes
II.	The Classroom Environment	2c. Managing Classroom Procedures
III.	Instruction	3b. Questioning and Discussion Techniques
		3c. Engaging Students in Learning
		3d. Using Assessment in Instruction
2. Provides a basic core program for preschool special education students consistent with state education code requirements that meet the individual needs, interests, and abilities of students.
3. Works with preschool students in the locations and at the times assigned (primarily in the home).
4. Confers frequently with parents and professional staff members regarding the educational, social, and personal needs of students.
5. Assists in screening, evaluating, and recommending placement of applicants in the school's special education program.
6. Assists the special education students in making a realistic assessment of his/her abilities and in establishing educational goals in keeping with these abilities.
7. Undertakes continuing professional study in the psychology of the special education student, in teaching methods related to this field, and attends and participates in meetings as required.
8. Maintains accurate and complete records pertinent to the special education program as required by law, district policy, and administrative regulations.
9. Evaluates student progress on a regular basis.
10. Assumes a professional attitude in dealing with students, parents, and colleagues.
11. Demonstrates professional decorum in speech, personal characteristics, dress and grooming.
12. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Prepares for classes assigned and shows written evidence of preparation upon request of immediate supervisor.
14. Accepts the responsibilities of writing an individual education plan for each special education student.
15. Completes Professional Growth Plan.
16. Performs other duties as assigned by the principal or assigned supervisor.

Terms of Employment: 182 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Domains and Components of Effective Teaching may be used for Teacher Evaluation in conjunction with student academic growth.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Physical Therapist*

Qualifications: As established by the State Board of Elementary and Secondary Education in Bulletin #746

Evaluator: Supervisor/Director of Special Education/Child Search Coordinator or Designee

Job Goal: To develop or restore neuro-muscular and/or sensorimotor function, control postural deviations to minimize disabilities, and to develop and maintain maximal performance levels within the individual's capabilities as indicated by IEP Goals and Objectives.

Performance Responsibilities:

1. Provides initial and on-going evaluation of handicapped students for the purpose of determining appropriate goals, appropriate treatment methods, effectiveness of treatment, and the degree of achievement of goals.
2. Conducts activities peripherally related to the provisions of direct services such as consultations, screening, evaluation, administrative functions, and program planning and development.
3. Completes Professional Growth Plan.

Terms of Employment: 182 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Occupational Therapist*

Qualifications: As established by the State Board of Elementary and Secondary Education in Bulletin #746

Evaluator: Supervisor/Director of Special Education/Child Search Coordinator or Designee

Job Goal: To evaluate, give consultation regarding and treatment to children with problems in the areas of perceptual fine motor, sensory integration, positioning, and self-care.

Performance Responsibilities:

1. Provides initial and on-going evaluation of handicapped students for the purpose of determining appropriate goals, appropriate treatment methods, effectiveness of treatment, and the degree of achievement of goals.
2. Conducts activities and treatments related to the provision of direct services such as consultations, screening, evaluations, administrative functions, and program planning and development.
3. Completes Professional Growth Plan.

Terms of Employment: 182 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

- Title:** *Adapted Physical Education Teacher*
- Qualifications:** As established by the State Board of Elementary and Secondary Education in Bulletin #746.
- Evaluator:** Supervisor/Director of Special Education/Child Search Coordinator or Designee.
- Job Goal:** To provide a modified physical education program to special education students who cannot be fully included in regular physical education classes. The adapted physical education teacher will also serve as a consultant to various faculty members and school personnel.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Performs assessments for inclusion in multidisciplinary evaluations of referred students.
3. Develops long term goals and short term objectives for each child.
4. Provides an adapted physical education program for each child based on physical needs.
5. Consults with family and other teachers of goals and on-going individual programs.
6. Maintains records as mandated by state, federal and school board guidelines and policies.
7. Provides in-services to aides, attendants and teachers upon request.
8. Maintains proper student discipline in classrooms and non-classroom settings.
9. Completes Professional Growth Plan.
10. Performs other duties as assigned by the Supervisor.

- Terms of Employment:** 182 Day Year.
- Salary Schedule:** See Salary Schedule as established by the LPPS Board.-exempt employee

- Evaluation:** Domains and Components of Effective Teaching may be used for Teacher Evaluation in conjunction with student academic growth.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Speech Coordinator*

Qualifications:

1. Holds a valid Louisiana Teacher's Certificate.
2. Holds a Master's Degree from a regionally accredited institution (LBESPA licensed, ASHA Certificate preferred).
3. Has a minimum of five (5) years teaching experience in special education or related field.
4. Holds Louisiana Certification in one or more areas of special education and/or licensure in a related field.
5. Has knowledge of procedures utilized in developing Individual Education Programs (IEP).
6. Has knowledge of computers and related technology.

Evaluator: Supervisor/Director of Special Education

Job Goal: To provide technical assistance to special education teachers and related service personnel regarding the web-based IEP. To assist in the coordination of services which are required to identify and service the needs of exceptional students in Livingston Parish and coordinate the parish's Speech Therapy/Audiology Program.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Serves as a consultant for the implementation of web-based IEP.
3. Assists in planning and conducting in-service trainings related to the web-based IEP and speech therapy.
4. Requisition technology for the special education department.
5. Serves as a resource person for teachers, counselors, principals, and other school personnel in matters pertaining to special education.
6. Coordinates the parish's speech therapy/audiology program.
7. Completes professional growth plan and self-evaluation.
8. Oversees Medicaid related duties for LPPS and attends conferences/webinars pertaining to state guidelines and procedures for Medicaid.
9. Redelivers, trains and support staff in Medicaid related topics.
10. Assists special education teachers and speech therapists in the implementation of IEPs.
11. All other duties as assigned by the Supervisor/Director of Special Education.

Terms of Employment: 202 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Teacher of the Homebound*

Qualifications: (1) Valid Teacher's certificate.
(2) At least five years successful experience as a classroom teacher.

Evaluator: Supervisor/Director of Special Education/Child Search Coordinator or Designee.

Job Goal: To ensure that every homebound child in the district is capable of benefiting from instruction provided through an ongoing educational program.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I.	Planning and Preparation	1c. Setting Instructional Outcomes
II.	The Classroom Environment	2c. Managing Classroom Procedures
III.	Instruction	3b. Questioning and Discussion Techniques
		3c. Engaging Students in Learning
		3d. Using Assessment in Instruction
2. Works with members of the special services and pupil personnel teams to identify the educational needs and the physical and learning capabilities of those students assigned to him/her.
3. Devises, with the advice of curriculum specialists, an instructional program for each assigned student receiving homebound instruction on a permanent basis.
4. Devises with the advice of the student's regular teacher or teachers, an instructional program for each assigned student receiving homebound instruction on a temporary basis.
5. Meets with each assigned student on a regularly –scheduled daily basis for the purpose of providing instruction.
6. Acquires personal acquaintanceship with the student's parents or guardians, and works to establish with them an understanding and cooperative relationship based on the student's individual needs.
7. Files written progress reports on each assigned student with the student's parent or guardians. In the case of students temporarily assigned these reports are filed with their regular teacher or teachers.
8. Keeps, maintains, and files such records as the special services director may require. This includes attendance reports, case evaluations, etc.
9. Assumes responsibility for obtaining textbooks and other teaching materials through the procedures established.
10. Interprets the program for the homebound to the regular district staff and to the community at large as required.
11. Keeps informed of trends and new methods in education for adaptation to the particular needs of homebound instruction.
12. Completes Professional Growth Plan.
13. Performs such other duties as assigned by the Supervisor/Director of Special Education.

Terms of Employment: 182 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Domains and Components of Effective Teaching may be used for Teacher Evaluation in conjunction with student academic growth.

Physical Requirements **See Appendix C**

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Special Education Curriculum Coordinator*

Qualifications:

1. Holds a valid Louisiana Teacher's Certificate.
2. Holds a Master's Degree from a regionally accredited institution.
3. Holds Louisiana Certification in Special Education and/or licensure in a related field.
4. Has a minimum of five (5) years teaching experience.
5. Has knowledge of federal, state and local laws, regulations and policies governing the provision of services to IDEA eligible children.
6. Has experience in curriculum development and implementation of curriculum.

Evaluator: Supervisor /Director of Special Education or Designee

Job Goal: To coordinate the curriculum to ensure exceptional students the benefit of their individualized education programs.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I.	Planning and Preparation	1c. Setting Instructional Outcomes
II.	The Classroom Environment	2c. Managing Classroom Procedures
III.	Instruction	3b. Questioning and Discussion Techniques
		3c. Engaging Students in Learning
		3d. Using Assessment in Instruction
2. Meets with teachers to interpret and help implement the district's curriculum; observes and conferences with assigned teachers.
3. Assists teachers at their request in organizing classrooms for effective learning.
4. Assists in the selection of instructional supplies, equipment, and books.
5. Assists in planning workshops and other in-service programs for helping to raise the level of instructional performance.
6. Recommends ways in which the curriculum can be adjusted to meet the special learning needs of exceptional children. (Including G/T students).
7. Participates in proposed and ongoing curriculum development projects and Parish curriculum guides.
8. Helps plan and carry out staff curriculum meetings.
9. Engages as assigned in research related to curriculum development.
10. Coordinates the Homebound Program for the district.
11. Completes Professional Growth Plan.
12. Performs other duties as assigned by the Supervisor/Director of Special Education.

Terms of Employment: 212 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Supervisor of Speech Therapy*

Qualifications: Same as Instructional Supervisor as established by the State Department Bulletin #746.

Additional qualifications include:

- (1) Louisiana Certification in the area of Speech Defective and Hard of Hearing (Speech Pathology);
- (2) A valid license from the Louisiana Board of Examiners for Speech Pathology and Audiology in the area of Speech Pathology.

Evaluator: Supervisor /Director of Special Education /Child Search Coordinator or Designee.

Job Goal: To plan, organize, and administer the speech therapy program of the parish school system. To insure that all speech impaired students in the school system are provided appropriate therapeutic assistance.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Coordinates the total parish speech therapy program.
3. Coordinates pupil appraisal services provided by Speech, Hearing, Language Specialists (SHLS).
4. Plans in-service activities for SHLS.
5. Serves as consultant to all parish SHLS.
6. Observes and evaluates the job performance of all parish SHLS.
7. Acts as the officially designated parish representative at IEP placement meetings.
8. Completes Professional Growth Plan.
9. Performs other duties as assigned by the Supervisor/Director of Special Education/Child Search Coordinator.

Terms of Employment: (202) Days Annually.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Special Education Vocational Teacher*

Qualifications: (1) Holds a valid Louisiana Teacher's Certificate.
(2) Holds Louisiana Certification in a Vocational Field.

Evaluator: Principal

Job Goal: To provide vocational education/training to secondary special education students in an alternative program.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of students.
3. Meets and instructs assigned classes in the location and at times designated.
4. Assesses student skills for various types of vocational settings.
5. Participates in the development of Individual Education Plans and Individual Transition Plans.
6. Bridges the gap between special education and vocational education.
7. Makes job contacts with local industry.
8. Places and supervises students on assigned job sites.
9. Develops and monitors inventory of vocational materials and supplies for use by alternative students and their teachers throughout the parish.
10. Maintains proper student discipline in classroom and non-classroom settings.
11. Completes Professional Growth Plan.
12. Performs other duties as assigned by the principal.

Terms of Employment: (182) Days Annually.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Domains and Components of Effective Teaching may be used for Teacher Evaluation in conjunction with student academic growth.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Special Education Vocational Facilitator*

Qualifications:

- (1) Holds a valid Louisiana Type A or Level 1 Teacher's Certificate
- (2) Holds a Master's Degree from a regionally accredited institution.
- (3) Holds Louisiana Certification in Special Education and/or licensure in a related field.
- (4) Has a minimum of five (5) years teaching experience.
- (5) Has knowledge of procedures utilized in developing IEPs.

Evaluator: Director of Special Education or Designee

Job Goal: To provide transition/vocational guidance and training to junior high and high school special education teachers.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I.	Planning and Preparation	1c.	Setting Instructional Outcomes
II.	The Classroom Environment	2c.	Managing Classroom Procedures
III.	Instruction	3b.	Questioning and Discussion Techniques
		3c.	Engaging Students in Learning
		3d.	Using Assessment in Instruction
2. Assesses student skills for various types of vocational settings.
3. Provides in-service and consultation for teachers on developing Transition Plan portion of the IEP.
4. Attends interim and initial IEP's. Attends review IEPs upon request. May serve as ODR at IEP meeting.
5. Assists teachers with the implementation and written documentation of Implementation of Transition Plans.
6. Assist teachers in planning a program of study that meets the individual needs, interests and abilities of students.
7. Makes job contacts with local industry.
8. Assists teachers in placing and supervising students on assigned job sites.
9. Develops and maintains inventory of transition/vocational materials and supplies for use by special education students and their teachers throughout the parish.
10. Works closely with the transition coordinator to enable teachers to plan effective and efficient transition so that all students are prepared for the postsecondary activities of their reference.
11. Works closely with transition coordinator in correlating agency participation through core team meetings, parent meetings and student meetings.
12. Assists with the implementation of the Functional Life Skills program for students participating in Alternate assessment and working towards a Certificate of Achievement.
13. Completes Professional Growth Plan.
14. Performs other duties as assigned by the Director of Special Education.

Terms of Employment: 202 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

- Title:** *School Psychologist/School Psychological Assistant*
- Qualifications:** As established by the State Board of Elementary and Secondary Education and listed in Bulletin #746.
- Evaluator:** Supervisor/Director of Special Education and/or Assigned Supervisor
- Job Goal:** To enable students to derive educational experience from school by providing psychological services to students in need of such assistance.

Performance Responsibilities:

1. Explains and interprets school psychological services to parents, teachers, principals and other members of the parish school system.
2. Assists teachers and other school personnel in the design and implementation of educational and behavioral interventions for referred pupils.
3. Provides individual or group counseling in accordance with local, state and federal regulations.
4. Evaluates as a member of the multidisciplinary team and in accordance with the guidelines set forth in Bulletin #1508.
5. Functions as evaluation coordinator for designed referred students.
6. Participates in special education eligibility determinations and IEP meetings.
7. Interprets assessment finds to parents, teachers, principals, other professional parish personnel and responsible practitioners outside the school.
8. Confers with parents, teachers, principals, the supervisor of special education and other parish professional staff whenever necessary on matters relative to assessment, behavior management, exceptional children, learning, child development and any other areas within the expertise of the school psychologist.
9. Provides or assists in the provision of in-service training of school personnel on such topics as: pupil appraisal, school psychological intervention techniques and other areas of responsibility or expertise.
10. Cooperates with personnel of community health and social service agencies in accordance with local, state and federal regulations.
11. Maintains accurate case records on all clients regarding their referrals, evaluation and other services provided by the psychologist in accordance with the requirements of local, state and federal laws, regulations and/or policies.
12. Provides a written report of any psychological evaluation or other services provided to clients.
13. Attends staff, professional and interagency meetings scheduled and/or approved.
14. Keeps abreast of new developments in the area of school psychology and keeps other appropriate school personnel informed of the same.
15. Completes Professional Growth Plan.
16. Performs other duties and assumes other responsibilities as assigned by the Supervisor/Director of Special Education and/or the assigned supervisor.

Terms of Employment: 202 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____
 **I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

Livingston Parish Public Schools Job Description

Title: *IEP Facilitator*

Qualifications:

- Holds a valid Louisiana Teacher's Certificate
- Holds a Master's Degree from an accredited college or university.
- Has a minimum of five (5) years teaching experience in the field of special education or in a related field.
- Holds certification in an area of special education, preferably two.
- Has knowledge of procedures utilized in developing Individualized Education Programs (IEPs) as established by the State Board of Elementary and Secondary Education in Bulletin #746.

Evaluator: Director of Special Education or Designee

Job Goal: To coordinate services required to identify and serve the needs of exceptional students in Livingston Parish.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I.	Planning and Preparation	1c. Setting Instructional Outcomes
II.	The Classroom Environment	2c. Managing Classroom Procedures
III.	Instruction	3b. Questioning and Discussion Techniques
		3c. Engaging Students in Learning
		3d. Using Assessment in Instruction
2. Serves as the designee for the Director of Special Education at IEP conferences.
3. Works with teachers, parents, support staff and/or guardian of disabled children to help insure that the needs of the students are met.
4. Assists special education teachers in the development of IEPs for the students they serve.
5. Assists in planning and conducting IEP in-service training.
6. Facilitates IEP conferences for parents and teachers of students who qualify to receive special education services.
7. Serves as a resource person to assist teachers, counselors, principals, and other school personnel in matters pertaining to special education.
8. Remains current in laws regarding special education.
9. Communicates with parents, principals, and teachers regarding the development and implementation of educational services for students with special needs.
10. Assists school administration in developing effective scheduling options and utilizing differentiated instructional strategies to increase student achievement.
11. Completes Professional Growth Plan and Self-Evaluation.
12. Performs other duties as assigned by the Director of Special Education.

Terms of Employment: 212 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Pupil Appraisal Coordinator*

Qualifications:

- (1) Certification by the State Department of Education as a Pupil Appraisal Qualified Examiner.
- (2) Five (5) years of successful professional school experience in pupil appraisal services immediately preceding appointment.
- (3) Demonstrate effective organizational, consultation, and management skills.
- (4) Demonstrate knowledge of current federal and state laws, regulations, policies, procedures, and trends in special education, Section 504, and dyslexia.
- (5)

Evaluator: Director of Special Education

Job Goal: To facilitate and improve comprehensive services to students in compliance with federal and state laws, including IDEA, Section 504 of the Rehabilitation Act of 1973, and LA Bulletin #1903.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Supervise provision of pupil appraisal services in accordance with established parish, state, and federal regulations and procedures.
3. Encourage implementation of target programs with research based evidence of positive change.
4. Attend meetings and review regulations frequently to stay informed of federal and state mandates and service issues.
5. Facilitate in-service for all pupil appraisal personnel on pertinent pupil appraisal issues, regulations, and service needs.
6. Encourage professional growth for all staff.
7. Observe and evaluate the job performance of pupil appraisal staff and other related service personnel as assigned.
8. Ensure revision of procedures and forms as needed for compliance with federal and state mandates for pupil appraisal services.
9. Ensure that out-of-system evaluations are reviewed in a timely manner.
10. Communicate with parents and/or principals regarding evaluation issues/concerns.
11. Facilitate in-service for school supervisory staff, principals, and other appropriate school personnel on issues related to LA Bulletins #1508 and #1903 and Section 504.
12. Consult frequently with pupil appraisal, the data secretary, and other assigned personnel to ensure that pupil appraisal evaluations are completed in a timely manner and that Section 504 and Bulletin #1903 evaluations and services are provided in a timely manner.
13. Maintain SDE data reports required.
14. Observe teachers as assigned.
15. Completes Professional Growth Plan.
16. Performs other duties and assume other responsibilities as assigned by the Director of Special Education.

Terms of Employment: 240 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the School Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Special Education Discipline/IEP Facilitator*

Qualifications:

- Holds a valid Louisiana Teacher's Certificate or ancillary certificate.
- Holds a Master's Degree from an accredited college or university.
- Has a minimum of five (5) years teaching experience in the field of special education or in a related field.
- Holds certification in an area of special education or licensure in a related field.
- Has knowledge of procedures utilized in developing (IEPs) and in facilitating discipline of special education students.

Evaluator: Director of Special Education or Designee

Job Goal: To coordinate services required to serve the needs of exceptional students of Livingston Parish in regard to discipline.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Coordinates and presides over meetings to offer alternative educational settings to students and their families.
3. Documents suspensions and recommendations for expulsions including the number of days out of school.
4. Consults with appropriate pupil appraisal personnel to ensure involvement at the critical times for appropriate serves to be provided to students in danger of further disciplinary actions.
5. Provides support to teachers when IEPs need to be convened for suspensions and recommendations for expulsion.
6. Assists teachers in writing IEP's for students who have been receiving services on an interim IEP in an Alternative Educational Setting. May serve as ODR at IEP meetings.
7. Attends 2nd and 3rd suspension IEP meetings to ensure appropriate services are offered to provide support to the special education student.
8. Documents number of days for suspensions and recommendations for expulsion for the LA State Dept. of Education.
9. Serves as facilitator for assigned schools following the School-wide Positive Behavior Support policies for discipline.
10. Collaborates with supervisors in the development of district-wide procedures regarding discipline and FAPE for students with disabilities.
11. Serves as a district liaison for Coordinated Systems of Care.
12. Responsible for IEP submission of students with two or more suspensions.
13. Completes Professional Growth Plan.
14. Performs other duties as assigned by the Director of Special Education.

Terms of Employment: 212 Day Year

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Inclusion/Staff Development Coordinator*

Qualifications:

1. Holds a valid Louisiana Teacher's Certificate.
2. Holds a Master's Degree from a regionally accredited institution.
3. Has a minimum of five 5 years teaching experience in special education or related field.
4. Holds Louisiana Certification in one area of special education, preferably two.
5. Has knowledge of procedures utilized in developing Individualized Education Programs (IEPs) and Inclusive Education Programs.
6. Has ability to coordinate staff development activities.

Evaluator: Director of Special Education or Designee

Job Goal: To coordinate Inclusive Education Programs and Staff Development activities.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Serves as the designee for the Director of Special Education at IEP conferences.
3. Provides SIM Training.
4. Provides Inclusive Education Training.
5. Provides in-services and consultation for teachers on modifications and accommodations for all students.
6. Facilitates Lesson Study Group Training.
7. Assist schools in LaSig Matters.
8. Coordinates LaSig district meetings and activities.
9. Participates on School Wide Positive Behavior District Team.
10. Coordinates teacher training for Multi-Sensory Language teaching strategies.
11. Represents Special Education on the District Reading Leadership Team.
12. Assist with pre-referral academic/behavior interventions.
13. Completes Professional Growth Plan.
14. Performs other duties as assigned by the Director of Special Education.

Terms of Employment: 202 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Early Childhood Special Education (ECSE) Coordinator*

Qualifications:

1. Holds a valid Louisiana Teacher's Certificate.
2. Holds a Master's Degree from a regionally accredited institution.
3. Has a minimum of five (5) years teaching experience in Early Childhood Special Education.
4. Holds Louisiana Certification in Early Interventionist-(birth to five) and certification in other areas of special education, preferably two areas.
5. Has knowledge of procedures utilized in developing Individualized Education Programs (IEPs).
6. Has ability to coordinate staff development activities.

Evaluator: Director of Special Education or Designee

Job Goal: Coordination of ECSE activities and curriculum coordination to ensure ECSE students benefit from their education.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Plans, implements and evaluates staff development activities based upon identified needs, changes in state/federal laws, and projected trends in regular, special-education, and early childhood services.
3. Participates in planning with IEP facilitators for district-wide implementation of Spec.-Ed. Initiatives.
4. Provides support and training of ECSE staff through formal workshops and informal means.
5. Assists in the development of instructional plans and educational materials (including giving teachers assistance in the ordering of material and organizing new classes).
6. Assist ECSE teachers with developing and implementing appropriate IEPs for students with disabilities in their schools.
7. Works in conjunction with IEP facilitators to correlate additional activities to implement special education rules and regulations associated with state and federal law.
8. Assists special education teachers with transition services for ECSE students.
9. Assists in planning and coordinating the curricula for ECSE students.
10. Assists ECSE teachers in communicating with parents regarding evaluation, programming, placement and services for ECSE students.
11. Communicates with parents and/or principles regarding student/program concerns.
12. Provides consultation, mentoring, and leadership in the development of new ECSE programs.
13. Completes Professional Growth Plan.
14. Performs other duties as assigned by the Director of Special Education.

Terms of Employment: 212 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Support Teacher of Students with Significant Disabilities*

Qualifications: Five (5) years' experience with students with significant disabilities

Evaluator: Director of Special Education or Designee

Job Goal: To provide consultation and assistance to teachers of students with severe disabilities within the parish.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Provides a basic core program for special education students consistent with state education code requirements that meet the individual needs, interest, and abilities of students.
3. Works with students in the locations and at the time assigned.
4. Assists the special education teacher in making a realistic assessment of student's abilities and in establishing educational goals in keeping with these abilities.
5. Undertakes continuing professional study in teaching methods related to special education field, and attends and participates in meetings as required.
6. Maintains accurate and complete records pertinent to the special education programs as required by law, district policy, and administrative regulation.
7. Consults with special education teachers of students with severe/low incidence disabilities related to "best practice" strategies.
8. Develops severe/low incidence disabilities guidelines.
9. Provides support/training for special education teachers and staff through formal workshops and informal means.
10. Assists special education teachers in communicating with parents regarding evaluation, programming, placement, services, and rights of student with severe/low incidence disabilities.
11. Assists in identifying and developing options to ensure students with severe/low incidence disabilities receive their education program in the least restrictive environment.
12. Assist special education teachers with transition services.
13. Assists special education teachers with materials and curricula.
14. Provides consultation and mentoring for special education teachers of students with severe/low incidence disabilities.
15. Assists special education teachers in preparing for classes assigned and show written evidence of preparation upon request of immediate supervisor.
16. Accepts the responsibility of assisting in writing an individual education plan for each special education student.
17. Completes Professional Growth Plan.
18. Performs other duties as assigned by the Director of Special Education/Designee.

Terms of Employment: 182 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-Non-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Physical Requirements **See Appendix C**

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

Livingston Parish Public Schools Job Description

Title: *Response to Intervention Coordinator*

Qualifications:

1. Certification by the State Department of Education as a Qualified Pupil Appraisal Examiner Reading Specialist, or Supervisor/Director of Special Education.
2. Hold a Master's or Higher Degree from a regionally accredited institution.
3. Employed in a public school system with a minimum of two years of experience with implementation of Response to Intervention (Rtl) strategies.
4. Demonstrate knowledge and expertise with individual and school-wide curriculum/classroom based assessment.
5. Demonstrate expertise with baseline assessment, selection and implementation of appropriate research-based intervention with progress monitoring and graphing of results as compared to expected growth.
6. Demonstrate knowledge in Louisiana Department of Education's Validated Practices and Education Initiatives.
7. Demonstrate knowledge and expertise in implementation of the comprehensive curriculum.
8. Demonstrate effective leadership skills.
9. Demonstrate effective consultation skills.
10. Demonstrate knowledge of current policies, procedures, and trends in special education, specifically relevant to behavior and academic intervention strategies.
11. Demonstrate knowledge of federal, state and local legislation and regulations relative to determination of student eligibility for special services.

Evaluator:

Director of Special Education or Designee

Job Goal:

Develop and implement district procedures relative to Response to Intervention (Rtl) essential for data driven SBLC decision-making to prevent inappropriate referral for evaluation and inappropriate identification of minorities and other students as having disabilities at the elementary level.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Plan and facilitate comprehensive school-wide and/or parish-wide collection of needed baseline curriculum/classroom assessment data.
3. Facilitate implementation of individualized research based intervention, progress monitoring, and graphing of student progress as compared to expected growth for students functioning below expected level.
4. Plan and facilitate training of personnel in Rtl and its implementation in LPPS.
5. Plan and facilitate training of personnel in research based assessment and intervention models.
6. Provide consultation and in-service relative to effective selection and implementation of research based interventions, progress monitoring, and graphing of progress.
7. Work cooperatively with the Pupil Appraisal Coordinator to develop best practice guidelines and procedures for Rtl in LPPS.
8. Work cooperatively with the Supervisors of Instruction to develop and effective and seamless Response to Intervention district program.
9. Assist with parish-wide teacher and School Building Level Committee (SBLC) training and in-service.
10. Conduct systematic observation of Rtl implementation throughout the parish.
11. Performs other duties and assume other responsibilities as assigned by the Director of Special Education or Designee.
12. Complete Professional Growth Plan.

Terms of Employment: 212 Year Day.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel by the Director of Special Education or Designee.

Signature: _____

Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

Livingston Parish Public Schools Job Description

Title: 504/Dyslexia Coordinator

Qualifications:

1. Master's Degree from accredited university.
2. Valid Louisiana Teacher's Certificate.
3. Minimum 5 years teaching experience.
4. Demonstrate effective organizational, consultation, and management skills.
5. Demonstrate knowledge of current federal and state laws, regulations, policies, procedures, and trends in special education, Section 504, and dyslexia.

Evaluator: Director of Special Education

Job Goal: To facilitate and improve comprehensive services to students in compliance with federal and state laws, including IDEA, Section 504 of the Rehabilitation Act of 1973, and LA Bulletin #1903.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Encourage implementation of target programs with research based evidence of positive change.
3. Attend meetings and review regulations frequently to stay informed of federal and state mandates and service issues.
4. Ensure revision of procedures and forms as needed for compliance with federal and state mandates for Section 504, and LA Bulletin #1093.
5. Ensure that out-of-system evaluations are reviewed in a timely manner.
6. Communicate with parents and/or principals regarding evaluation issues/concerns.
7. Facilitate in-service for school supervisory staff, principals, and other appropriate school personnel on issues related to LA Bulletin #1903 and Section 504.
8. Consult frequently with pupil appraisal and other assigned personnel to ensure Section 504 and Bulletin #1903 evaluations and services are provided in a timely manner.
9. Maintain data information requested by SDE.
10. Conduct disciplinary procedures for students identified as 504.
11. Completes Professional Growth Plan and Self-Evaluation.
12. Performs other duties and assume other responsibilities as assigned by the Director of Special Education.

Terms of Employment: 212 Day Year.

Salary Schedule See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the School Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

Livingston Parish Public Schools Job Description

Title: *SBLC Pre-referral Interventionist*

Qualifications:

1. Certification by the State Department of Education as a special education teacher or elementary classroom teacher.
2. Participated on a SBLC at the local school level.
3. Demonstrated effective use of research based teaching strategies within the classroom.
4. Demonstrated effective organizational and consultation skills.
5. Demonstrated knowledge of current policies, procedures, and trends in special education, specifically relevant to pre-referral intervention.

Evaluator: Director of Special Education or Designee

Job Goal: Facilitate and improve comprehensive pre-referral research based intervention/progress monitoring services provided students in compliance with federal and state laws, including IDEA 2004, and improve SBLC documentation and implementation of all pre-referral procedures.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Provide pre-referral consultation to teachers for effective implementation of interventions and progress monitoring.
3. Assist SBLCs with selecting and implementing appropriate individual or class-wide intervention strategies and progress monitoring
 - Provide direct intervention and progress monitoring through support services.
 - Assist teachers with implementation of effective research based interventions and progress monitoring.
4. Provide intensive assistance to SBLCs when needed.
5. Provide consultation and in-service for teachers on effective pre-referral intervention strategies, progress monitoring, and other SBLC duties.
6. Assist with parish-wide teacher and SBLC training and in-service.
7. Maintain current knowledge of best practice research based intervention strategies for specific learning and behavior difficulties.
8. Completes Professional Growth Plan.
9. Perform other duties and assume other responsibilities as assigned by the Director of Special Education or Designee.

Terms of Employment: 182 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

Livingston Parish Public Schools Job Description

Title: *Special Education Assistive Technologist*

Qualifications:

1. Holds a valid Louisiana Teacher's Certificate.
2. Holds a Master's Degree from a regionally accredited institution (LBESPA licensed, ASHA Certificate preferred).
3. Has a minimum of five (5) years teaching experience in special education or related field.
4. Holds Louisiana Certification in one or more areas of special education and/or licensure in a related field.
5. Has knowledge of procedures utilized in developing Individual Education Programs (IEP).
6. Has knowledge of computers and related technology.

Evaluator: Supervisor/Director of Special Education or Designee

Job Goal: To determine appropriate assistive technology for special education students. To assist in the coordination of services which are required to identify and service the needs of exceptional children in Livingston Parish.

Performance Responsibilities:

1. Provide assistive technology devices and services to help increase the abilities of special education students to access, participate in, benefit from, and show progress in the general curriculum through training students and staff in effective and appropriate use of assistive technology equipment.
2. Conduct AT evaluations as per the Pupil Appraisal Handbook requirements and write reports that provide recommendations for the IEP team.
3. Collaborate with the IEP team to implement and monitor trial periods with AT devices and provide follow-up to ensure students have competency using assistive technology, and that it is fulfilling their requirements.
4. Serve as a resource person for teachers, parents, and other providers on matters related to choosing, obtaining, and/or using assistive technology for special education students.
5. Maintain records of assistive technology devices, evaluations and services.
6. Establish and maintain a library/lab of sample assistive equipment and AT information and maintain inventory of equipment, records of usage, and equipment condition.
7. Install, maintain, and trouble shoot assistive technology equipment in classrooms and computer labs, and other appropriate locations and serve as the liaison between the district and software providers o problems or upgrades.
8. Plan, prepare, and conduct staff development activities for AT AAC, basic computer training, and/or other special education technology.
9. Complete professional growth plan.
10. Perform other duties as assigned by the Supervisor/Director of Special Education and/or assigned supervisor.

Terms of Employment: 202 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

Livingston Parish Public Schools

Job Description

Title: *Special Education Assistive Technologist Support*

Qualifications:

1. Holds a valid Louisiana Teacher's Certificate.
2. Holds a Master's Degree from a regionally accredited institution (LBESPA licensed, ASHA Certificate preferred).
3. Has a minimum of five (5) years teaching experience in special education or related field.
4. Holds Louisiana Certification in one or more areas of special education and/or licensure in a related field.
5. Has knowledge of procedures utilized in developing Individual Education Programs (IEP).
6. Has knowledge of computers and related technology.

Evaluator: Supervisor/Director of Special Education or Designee

Job Goal: To support the duties of the assistive technologist in meeting the needs of special education students. To assist in the coordination of services which are required to identify and service the needs of exceptional children in Livingston Parish.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Assists in the management, allocation and requisitioning of assistive technology devices.
3. Collaborates with teachers regarding the implementation and functions of appropriate assistive technology devices to meet the needs of students.
4. Provides ongoing support to teachers and assessment of the appropriateness of devices for student achievement.
5. Participates and collaborates in the development of IEPs.
6. Completes professional growth plan and self-evaluation.
7. All other duties as assigned by the Supervisor/Director of Special Education.

Terms of Employment: 182 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Career and Technical Education Coordinator*

Qualifications: Must be certified as a vocational teacher or **School** counselor with a master's degree.

Evaluator: Assigned Supervisor of Instruction

Job Goal: To ensure that individuals who are members of special populations are receiving adequate services and job skill training.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Works with parish vocational teachers in developing individual vocational plans for students who are members of special populations.
3. Assists vocational teachers in the completion of coordination reports between the vocational teachers and special education.
4. Assists vocational teachers in the completion of coordination reports between the vocational teacher and the vocational **school** counselor.
5. Keeps abreast of all new developments in vocational education as it relates to special populations and is responsible for dissemination of the information to the vocational education staff.
6. Advises the vocational supervisor on all matters pertaining to selection and usage of teaching materials and equipment.
7. Assist in the evaluation of the parish vocational program.
8. Completes Professional Growth Plan.
9. Performs other duties as assigned by the vocational supervisor.

Terms of Employment: 240 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually by the vocational supervisor.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Special Education Paraprofessional*

Evaluator: Principal or Designee

Position Description:

Assist in the delivery of special education services under the supervision of a special education teacher or other professionals who has the responsibility for the delivery of services to exceptional children.

ESSENTIAL TASKS PERFORMED

1. Must assist the teacher with instructional and non-instructional assignments under the supervision of the teacher.
2. Must confer with the teacher in regard to decisions relative to the student's assignments and to problems of a disciplinary nature.
NOTE: All conversations with the parents are solely the responsibility of the classroom teacher.
3. Must assist on field trips as assigned.
4. Must assist students in performing activities that have been initiated by the teacher.
5. Must assist in preparing and distributing materials for students with disabilities.
6. Must assist in reinforcement of learning in small groups or large groups.
7. Must assist in health maintenance which may include the administration of routine and/or emergency health procedures as instructed by the school nurse. (This may include tracheotomy care, tube feeding, catheterization, oral suctioning, ostomy bag care/changes, monitoring blood sugar, administering emergency care, diapering, administering medication as trained, etc.)
8. Must assist in the transportation of students (arrival, departure, and movement throughout the day). This includes assisting in the transfer, positioning, and lifting of students.
9. Must assist in the transfer, positioning, and lifting of students throughout the school day.
10. Must assist with feeding and dressing skills and facilitate student's personal hygiene and health care.
11. Must maintain the hygienic classroom following universal precautions.
12. Must assist in developing and maintaining a positive learning environment for all students.
13. Must maintain the confidentiality of records and student information both on campus and in the community.
14. Must assist in the implementation of assistive technology to include sensory, low and high tech devices, computer assisted instruction, etc.
15. Must reinforce school-wide positive behavior support; assist with implementation, monitoring, and documentation of behavior intervention plans; and implement techniques of de-escalation and physical restraint when appropriate.
16. Must attend mandatory training sessions as directed by the school principal and/or parish supervisors which may include the following:
 - a. Confidentiality
 - b. Medical information
 - c. Discipline
 - d. Transportation procedures
 - e. Specific training required for meeting the medical needs of students
17. Must perform physical demands requiring frequent lifting, carrying, transferring, or pushing of objects or wheelchairs weighing at least 50 lbs. Physical demands may also include walking, standing, kneeling, stooping, balancing, crouching, reaching, grasping, head and neck movement, and movement across mid-line.
18. Must possess motor coordination, manual dexterity, finger dexterity, alertness, precision, speaking ability, auditory discrimination, and tactile discrimination.
19. Must supervise students at community-based training sites when required.
20. Must perform other duties as assigned by the teacher, principal, or supervisor.

MARGINAL TASKS PERFORMED:

1. Para may be required to move from one program area to another within the day.
2. Para may be moved to another school site during the year based on the student needs of the district.

JOB INFORMATION:

Position: Full time – 7.5 hrs/day (start/end time depends on school site)
Duration: 9 months a year with designated days off for holidays/in-service, etc
Frequency/
Duration of breaks: As needed-this is a site decision based upon availability of Faculty relief/coverage
Compensation: Salaried (monthly) – See Salary Schedule approved by LPPS Board
Overtime: exempt employee
Benefits: include medical/retirement
Vacation: none
Department/
Division: Special Education
Supervisor: Principal or Designee at assigned school site

QUALIFICATIONS/REQUIREMENTS:

Age/Language: Must be at least twenty years of age and speak/understand English.
Education: HS or GED and must have accomplished at least one of the following:
 Pass the Educational Testing Service Para-Pro Assessment (#0755) passing score (450); or
 Completed two years of full-time study (48 semester credit hours) from a state-approved or regionally accredited institution of higher education*; or Earned an Associate of Arts, Associate of Science, or Associate of Applied Science degree from a state-approved or regionally accredited institution of higher education.
**NOTE: Within the 48 semester hours, the paraprofessional must complete a total of 18 hours of general education requirements that include English Composition (3), English/Reading (6), and mathematics (9).*

License/Certificate: Must meet the definition of highly qualified paraprofessional as defined by BESE.
Legal: Must pass a criminal background check.
Computer Skills: NA
Experience: None
Training: In-services are required after hiring. Various staff development type certification courses during employment.
Job Rotations: Bus duty, car pool, lunch duty, recess, and field trips – anything dictated by the immediate supervisor.
PPE: None
Machines/Tools/
Equipment Used: Specific as determined by the student IEP and medical needs.
Physical
Requirements: Physical demands may also include walking, standing, kneeling, stooping, balancing, crouching, reaching, grasping, head and neck movement, and movement across mid-line. Must possess motor coordination, manual dexterity, finger dexterity, alertness, precision, speaking ability, auditory discrimination, and tactile discrimination.

Signature: _____
 **I hereby acknowledge and accept the job description as the duties that are expected of me.

Date: _____

Employee
Number: _____

PHYSICAL REQUIREMENTS

In an eight (8) hour workday, employee is required to:

Key to Frequency: Never (0%);Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 10LBS					X	
LIGHT 10-25LBS			X			
MEDIUM 25 -50LBS			X			
HEAVY 50 -100LBS			X			WHEELCHAIRS
VERY HEAVY 100+LBS		X				EMERGENCY SITUATION ONLY
Standing				X		
Sitting			X			
Walking				X		
Lifting				X		
Carrying				X		
Pushing				X		
Pulling				X		
Climbing		X				
Balancing		X				
Bending			X			
Stooping		X				
Talking				X		
Kneeling			X			
Crouching			X			
Crawling		X				
Transferring			X			
Fingering		X				
Reaching			X			
Feeling			X			
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity					X	
Depth Perception					X	
Color Vision					X	
Field of Vision					X	

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINUOUS	COMMENTS
EXPOSURE (DUST, FUMES)	X			
EXPOSURE (EXTREME HEAT/COLD)	X			
UNEVEN TERRAIN				
HEIGHTS	X			
OTHER (SPECIFY)	X			

Additional Comments: _____

Livingston Parish Public Schools
Job Description

rev, 13

Title: Educational Interpreter/Transliterater

Qualifications: Must be at least 20 years of age. Must possess a high school diploma or GED. Must pass a criminal records check. Must have the proficiency of performing the interpretation for students with specific needs. A Louisiana State Ancillary Provisional Certificate or Educational State Certification for Interpreting and/or Transliterating and National certification in interpreting, transliterating or oral interpreting preferred.

Reports to: Principal; Director of Special Education; or person assigned by Dir. of Special Education

Job Goal: To provide a visual and spoken representation of both source and target language to enable hearing impaired/Deaf students access to the general education curriculum. Assist in the delivery of special education services under the supervision of the special education teacher and/or other education professionals.

Performance Responsibilities:

1. Provide interpreting and/or transliterating services for hearing impaired/Deaf students in the educational environment. Render message faithfully, conveying the content and the spirit of the speaker, using the language most readily understood by the person(s) being served.
2. Refer questions about improvement, grades, etc. to the teacher.
3. Facilitate communication through use of sign language, spoken English, cultural mediation, and knowledge about accessibility.
4. Interpret within social and academic setting; class instruction, lectures and tests; assemblies, field trips, club meetings, sporting events, etc.
5. Prepare for course material as necessary for successful interpretation/transliteration.
6. Work with the teacher in implementing goals and procedures by removing communication barriers; demonstrates knowledge of curriculum goals to effectively interpret planned lessons.
7. Strive to further personal development through knowledge and skills by participating in workshops, professional meetings, interaction with professional colleagues, and reading of current literature in the field.
8. Strive to maintain high professional standards by virtue of professional certification and ethical practices.
9. Attend mandatory training sessions as directed by school principal and or parish supervisors including but not limited to confidentiality training, restraint and seclusion, etc.
10. Interpret at schools other than those officially assigned when directed.
11. Assist students with completion of assignments.
12. Assist all students, regardless of exceptionality, when the student with hearing impairments is not at school. These duties will be consistent with the duties of a paraprofessional.
13. Maintain confidentiality of all records and student information both on campus and in the community.
14. May be required to transfer from school to school based on the needs of the students and the district.
15. Must attend fieldtrips as assigned.
16. Performs other duties as assigned by the teacher, principal, and/or Director of Special Education/Designee.

Terms of Employment: 180 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-non-exempt

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

rev. 13

Title: Teacher of the Hearing Impaired

Qualifications: As established by the State Board of Elementary and Secondary Education – Bulletin 746

Evaluator: Principal

Job Goal: To provide each student who is deaf/hard of hearing with a program that will enable him/her to demonstrate educational benefit in areas including academics, physical, emotional, psychological, and behavior as indicated by IEP Goals and Objectives.

Performance Responsibilities:

1. Has knowledge of the Louisiana components of Effective teaching.
2. Responsible for student academic growth within the classroom.
3. Provides a basic core program for special education students (deaf/hard of hearing) consistent with state education code requirements that meet the individual needs, interests, and abilities of students with hearing impairments. Demonstrate knowledge and skills in the areas of language development and language acquisition needed by hearing impaired children.
4. Meets and instructs assigned classes in the locations and at the times designated.
5. Maintains confidentiality of each special education student.
6. Sets and maintains acceptable standards of classroom behavior and assists other professional staff members in resolving the unique needs of the students with hearing impairments.
7. Works cooperatively with classroom teachers who have students with hearing impairments in regular classes, interpreting the abilities and disabilities of these students and assisting the students with regular class assignments.
8. Confers frequently with parents and professional staff members regarding the educational, social, and personal problems of such students.
9. Assists in recommending placement of applicants in the school's special education program.
10. Assists the special education students with hearing impairments in making realistic assessments of their abilities and in exploring educational and occupational goals in keeping with their abilities and interests.
11. Attends and participates in faculty meetings at the homebased school.
12. Maintains accurate and complete records pertinent to each student.
13. Evaluates student progress on a regular basis and addresses interventions to facilitate progress.
14. Demonstrates professional decorum in speech, personal characteristics, dress, and grooming.
15. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities. Monitor the condition and use of appropriate amplification equipment for each student.
16. Prepares for assigned students through lesson plans and documentation.
17. Responsible for the development of the IEP and conduction of the IEP meeting on assigned students.
18. Demonstrates knowledge of deaf and hard of hearing culture and related issues, community services available to deaf and hard of hearing, modes of communication for the deaf and educational strategies for deaf and hard of hearing students.
19. Review available medical/audiological information pertaining to the student's performance, evaluation, and probable use of residual hearing.
20. Demonstrates knowledge of cochlear implants, hearing aids, and assistive listening devices.
21. Demonstrates skills necessary to communicate effectively and provide a complete English model for hearing impaired children using approaches that are appropriate for the student.
22. Performs other duties as assigned by the Principal or Director of Special Education/Designee

Terms of Employment: 182 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

rev. 13

Title: *Teacher of the Visually Impaired*

Qualifications: As established by the State Board of Elementary and Secondary Education in Bulletin #746

Evaluator: Principal

Job Goal: To provide each special education student with a program that will enable him/her to achieve educational benefit in the areas of academics, emotional, psychological, and behavioral as indicated by IEP Goals and Objectives.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.
 - I. Planning and Preparation
 - II. The Classroom Environment
 - III. Instruction
- 1c. Setting Instructional Outcomes
- 2c. Managing Classroom Procedures
- 3b. Questioning and Discussion Techniques
- 3c. Engaging Students in Learning
- 3d. Using Assessment in Instruction
2. Responsible for student academic growth within the classroom.
3. Provides a basic core program for special education students consistent with state education code requirements that meet the individual needs, interests, and abilities of students.
4. Meets and instructs assigned classes in the locations and at the times designated.
5. Coordinates and supervises community-based and on-campus job-training program involving the special education students with visual impairments.
6. Sets and maintains acceptable standards of classroom behavior and assists other professional staff members in resolving the unique psychological or disciplinary problems of such students.
7. Works cooperatively with classroom teachers who have students who are visually impaired in regular classes, interpreting the abilities and disabilities of these students and assisting the students with regular class assignments.
8. Confers frequently with parents and professional staff members regarding the educational, social, and personal problems of such students.
9. Assists in recommending placement of students through the IEP process.
10. Assists the special education students in making a realistic assessment of their abilities and in establishing educational and occupational goals in keeping with their abilities.
13. Attends and participates in faculty meetings at the homebased school.
14. Maintains accurate and complete records pertinent to the special education program as required by law, district policy, and administrative regulations.
15. Evaluates and documents student progress on a regular basis.
16. Assumes a professional attitude in dealing with students, parents, and colleagues.
17. Demonstrates professional decorum in speech, personal characteristics, and dress and grooming.
18. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
19. Prepares for classes assigned and shows written evidence of preparation.
20. Accepts a share of responsibility for co-curricular activities as assigned.
21. Writes an individual education plan for each special education student assigned.
22. Strives to implement by instruction and action the school's philosophy of education and instructional goals and objectives.
23. Assist in upholding and enforcing school rules, administrative regulation, and Board Policy.
24. Completes Professional Growth Plan.
25. Performs other duties as assigned by the Principal.

Terms of Employment: 182 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Director/Supervisor of Federal Programs*

Qualifications Same as Supervisor of Instruction in Bulletin #746.

Evaluator: Superintendent/Designee

Job Goal: To design, implement, and evaluate ESSA Title I programs that will provide the greatest educational opportunities for the educationally disadvantaged students.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Establishes and maintains procedures and criteria for the annual assessment of the various acts of congress, guidelines, and changes which proved funds for all phases of elementary and secondary education under the jurisdiction of Title I and disseminates this information to appropriate personnel.
3. Establishes guidelines and directs procedures for an effective and efficient needs assessment of students, teachers, and parents; and evaluates the results of the assessment for Title 1 reports.
4. Organizes and coordinates the gathering of statistical data needed to substantiate the eligibility for the system to participate in specific programs provided by Congressional Acts in the area of Title 1.
5. Initiates, develops, and submits proposals for the utilization of Federal funds as related to Title 1; and provides supervision and evaluation data in accordance with established guidelines of local, state and federal agencies.
6. Determines, through consultation and discussion with building principals, coordinators, supervisors, and directors, the instructional materials and equipment needs of all Title 1 schools and programs.
7. Supervises all personnel within the jurisdiction of Title 1 programs and schools assigned in accordance with the established procedures of the school system.
8. Initiates and directs an on-going, in-service training program for Title 1 personnel.
9. Maintains an accurate inventory of all Title 1 materials and equipment in keeping with guidelines, rules, and regulations of local, state, and federal agencies.
10. Reviews and approves the expenditure of all Title 1 Funds.
11. Evaluates all Title 1 programs, according to procedures, laws, guidelines, and regulations of local, state, and federal agencies with assistance from consultants, supervisors, principals, teachers, and other personnel.
12. Initiates and directs the establishment of parental involvement activities as required by Title 1 guidelines.
13. Completes Professional Growth Plan.
14. Performs other duties as assigned or requested by the Superintendent.

Terms of Employment: 240 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Coordinator of Federal Programs*

Qualifications Valid Louisiana Teacher's Certificate

Evaluator: Federal Programs Director/Supervisor

Job Goal: To achieve and maintain standards of excellence in the teaching of assigned areas so that each student involved may derive the greatest academic and personal benefit from the learning experience.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Keeps abreast of all new developments in the Title 1 curriculum areas and disseminates information to the Title 1 staff.
3. Supervises the Title 1 teachers and paraprofessionals in assigned curricular area through classroom visits, personal conferences, and written observation reports.
4. Supervises the implementation of the School Improvement Plan.
5. Assist on District Assistance Teams.
6. Plans and conducts Professional Development for school personnel in related curricular area.
7. Assists in the monitoring and evaluation of federal programs.
8. Works with parents at the school and the district level.
9. Assists in dissemination of information to the public.
10. Aids in the preparation and development of federal projects and budgets.
11. Completes Professional Growth Plan.
12. Other duties as assigned by Federal Programs Supervisor.

Terms of Employment: 212 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Title One Teacher*

Qualifications As established by the State Board of Elementary and Secondary Education and listed in Bulletin #746

Evaluator: Principal/Federal Programs Director

Job Goal: To teach Title 1 students basic learning skills in Reading or Mathematics.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Screens, evaluates and provides interventions for Title 1 participants.
3. Serves on the School Improvement Plan committee.
4. Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior.
5. Assumes a professional attitude in dealing with students, parents and colleagues.
6. Teaches students in accordance with objectives of the Title 1 program.
7. Coordinates individual plans for Title 1 students with the classroom teacher.
8. Assists in the selection of books, equipment, and other instructional materials.
9. Takes all necessary and reasonable precautions to protect students, Title 1 equipment and materials and facilities.
10. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
11. Performs all curriculum duties, i.e., instructional and non-instructional, which are requested by the local, the state, and the individual schools to which the Title 1 teacher is assigned.
12. Attends and participates in in-service training programs, faculty meetings, and other professional improvement activities.
13. Works directly with parent participants keeping parents well informed of Title 1 activities and the progress their children are making in the program.
14. Demonstrates professional decorum in speech, personal characteristics, and dress and grooming.
15. Maintains proper student discipline in classroom and non-classroom settings.
16. Completes Professional Growth Plan.
17. Perform other duties as assigned by the principal/supervisor that follows Title I regulations.

Terms of Employment: 182 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board-exempt employee.

Evaluation: Domains and Components of Effective Teaching may be used for Teacher Evaluation in conjunction with student academic growth.

Physical Requirements **See Appendix C**

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Transportation Supervisor*

Qualifications: Same as Instruction Supervisor as established by State Department in Bulletin #746

Evaluator: Superintendent/Designee

Job Goal: To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular activities offered by the district's schools.

Performance Responsibilities:

1. Develops and administers a transportation program to meet the requirements of the daily instructional program and extra-curricular activities as provided by the Board's policy.
2. Prepares bus routes for all public schools in the district.
3. Prepares and updates bus schedules for all public schools in the district.
4. Recruits, trains, and supervises all transportation personnel; makes recommendations on their employment, transfer, promotion, and release.
5. Maintains all district-owned equipment and develops plans for preventative maintenance.
6. Authorizes purchases in accordance with budgetary limitations and district rules.
7. Maintains safety standards in conformance with state and insurance regulations, and develops a program of preventative safety.
8. Acts as a liaison with parents for complaints and special requests.
9. Conforms to all state laws and regulations regarding school transportation.
10. Completes and dispatches insurance reports.
11. Submits all reports required by state authorities.
12. Completes Professional Growth Plan.
13. Performs the duties as assigned by the superintendent.

Terms of Employment: 240 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *School Bus Driver, Special Ed. and Substitute Bus Driver*

Evaluator: Transportation Director/Designee

ESSENTIAL TASKS PERFORMED

1. Must be able to operate school bus in safe and effective manner, physically able to perform pre-trip and post-trip inspections of a school bus where as still be physically able to raise bus hood and lay on back under the bus to inspect mechanical parts, check fluids, tires, undercarriage.
2. Must be physically able to climb steps and work passenger door mechanism repeatedly with right shoulder.
3. Must be able to assist children in emergency evacuations.
4. Must be able to attend all training classes.
5. Must be able to read and write to complete mandatory records and route information.
6. Must be able to pass annual DOT examination.
7. Must be able to pass random and pre-employment drug and alcohol testing.
8. Must be able to obey all state, federal and local laws and policies.

JOB INFORMATION:

Position: Full time @ 5 ½ hours per day
Duration: 9 months per year (180 days)
Frequency/
Duration of breaks: As needed-this is a site decision based on availability of faculty relief/coverage.
Compensation: Salaried (Monthly)- Amount to be established by Board
Overtime: non exempt employee
Benefits: To include Medical/Retirement
Vacation: Not eligible for vacation – eligible for sick leave
Department/
Division: Transportation
Supervisor: Transportation Director or Designee

QUALIFICATIONS/REQUIREMENTS:

Age/Language: Must be at least twenty years of age and speak/understand English.
Education: 40 hour mandatory pre-service class
License/Certificate: CDL with air brake endorsement
Legal: Must pass criminal background check and driver license check.
Computer Skills: Not Applicable
Experience: Not required – clean driving record.
Training: Must complete and pass 40-Hour Pre-Service class, satisfy and pass Peer Driving Skill test, attend and participate in 4-hour yearly in-service as well as additional training identified by supervisor.
Job Rotations: Bus Driver
PPE: N/A
Machines/
Tools/
Equipment Used: Bus, tire gauge
Sensory
Requirements: Talking, Hearing, Smelling, Near/Far/ Midrange Vision, Depth Perception, Visual Accommodation, Color and Peripheral Vision

Other:

Signature: _____ **Date:** _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee# _____

PHYSICAL REQUIREMENTS

In an eight (8) hour workday, employee is required to:

Key to Frequency: Never (0%);Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 10LBS						
LIGHT 10-25LBS						
MEDIUM 25 -50LBS			X			ACCORDING TO EMPLOYER, DOT
HEAVY 50 -100LBS						
VERY HEAVY 100+LBS						
Standing			X			
Sitting				X		
Walking			X			
Lifting			X			BOOK SACKS
Carrying			X			SAME AS ABOVE
Pushing				X		
Pulling				X		
Climbing			X			STAIRS, BUMPER TO CHECK ENGINE
Balancing			X			
Bending			X			
Stooping			X			
Talking				X		
Kneeling			X			
Crouching			X			
Crawling			X			
Reaching				X		
Fingering				X		
Reaching				X		
Feeling				X		
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity					X	
Depth Perception					X	
Color Vision					X	
Field of Vision					X	

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINOUS	COMMENTS
EXPOSURE (DUST, FUMES)		X		
EXPOSURE (EXTREME HEAT/COLD)			X	
UNEVEN TERRAIN		X		
HEIGHTS	X			
OTHER (SPECIFY)				

Additional Comments: _____

**Livingston Parish Public Schools
Job Description**

Title: *Supervisor of Child Nutrition Programs*

Qualifications: As established by the State Board of Elementary and Secondary Education in Bulletin #746

Evaluator: Superintendent/Designee

Job Goal: To plan organize, and administer the food service program of parish schools. To insure that food of a high nutritious quality is made available to each student in the district.

Performance Responsibilities:

1. Establishes and circulates uniform personnel policies for school food service employees.
2. Is responsible for the effective and efficient financial operation of the food service at a minimum cost to students and taxpayers.
3. Develops and provides effective in-service training for food service personnel to insure the best possible management and operation of food service programs.
4. Directs menu planning based on Type A lunch requirements and pupils' acceptance to insure the nutritional needs of students are met.
5. Develops and insures sound work performance standards for all school lunch employees.
6. Provides for selection, purchasing, maintenance, and evaluation of all equipment needed for the efficient operation of the school cafeteria.
7. Plans school food service facility layouts.
8. Directs an effective and efficient method of distributing, recording, and inventorying of all USDA commodities in the schools.
9. Is responsible for the periodic on-site review of food service program in all public schools in Livingston Parish.
10. Develops and assists in the presentation of materials for public information explaining the food service program to all concerned.
11. Assists in administrating accurate accounting procedures and records for adequate control and management of money, food, supplies, and other costs.
12. Develops an effective and efficient procedure of compiling and evaluating free lunch forms.
13. Maintains state registration and national certification records for food service personnel.
14. Completes Professional Growth Plan.
15. Accepts all other duties and responsibilities assigned by the superintendent.

Terms of Employment: 240 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

Revised '12

**Livingston Parish Public Schools
Job Description**

Title: *Assistant Supervisor of Child Nutrition Programs*

Qualifications: As established by the State Board of Elementary and Secondary Education in Bulletin #1196

Evaluator: Supervisor of Child Nutrition Program

Job Goal: To assist in planning, organization, and administration of the child nutrition program for parish schools.

Performance Responsibilities:

1. Prepares statistical and financial reports to meet local, state and federal requirements.
2. Audits bank statements and financial records of school district's cafeterias.
3. Assists in preparing School Food Service Budget.
4. Researches, identifies, develops, and prepares proposals and grant applications to public and private foundations and other funders of Child Nutrition Programs.
5. Assists in developing bid specifications for purchasing of food, supplies, and equipment according to Federal, State and local guidelines.
6. Tracks accident/physician reports, and monitors Workers Compensation claims for school food service employees.
7. Develops and assists in the development of printed materials and audio-visual aids including general material for public information as well as manuals and instructional tools for school food service personnel.
8. Assists in establishing and maintaining records necessary for adequate control and maintenance of equipment and supplies.
9. Assists in diversion of USDA commodities.
10. Researches and reports on current food service trends to improve and upgrade the child nutrition program.
11. Assists in the development and implementation of strategies to achieve financial accountability.
12. Completes Professional Growth Plan.
13. Accepts all other duties and responsibilities assigned by the Supervisor of Child Nutrition Program.

Terms of Employment: 240 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Meal Benefits Coordinator, Child Nutrition Program*

Qualifications: High School Diploma, experience in reviewing and scanning applications for free/reduced meal benefits, and overseeing income verification and reporting process.

Evaluator: Supervisor of Child Nutrition Program

Job Goal: To oversee the implementation of procedures established by local, state and federal government regarding student free and reduced meal benefit programs.

Performance Responsibilities:

1. Updates Meal Benefits Application Prototype to ensure compliance with state and federal mandates.
2. Reviews and scans all household Free/Reduced Meal Applications received throughout the school year.
3. Verifies income information to pre-qualify students for preschool programs.
4. Imports direct certification data from state and verifies monthly with local food stamp agency.
5. Generates and mails verification letters to households and verifies income.
6. Compiles and submits verification reports to state child nutrition department.
7. Files all verification data and applications and maintains for a period of five (5) years.
8. Assist in State and Federal Audits of Free and Reduced Meal Program.
9. Cooperates with FEMA and other agencies prior to granting meal benefits to individual students.
10. Provides fee and reduced percentages to appropriate Local, State, and Federal Program Personnel.
11. Reviews data from NSF check collection agency and submits to accounting department monthly.
12. Notifies parents and cafeteria managers of changes in student meal benefit status.
13. Acquires updated information and implements state and federal mandates pertaining to free and reduced meal program.
14. Implements meal collection procedures and ensures that collections occur in an accurate and timely manner.
15. Provides a copy of free/reduced meal eligibility to parents upon request for the purpose of enrolling students in community programs.
16. Performs other duties as assigned by the Supervisor of Child Nutrition Program.

Terms of Employment: 200 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated annually by the Supervisor of Child Nutrition Program.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: Field Manager, Child Nutrition Program Rev. 6/13
 Evaluator: Supervisor of Child Nutrition Program
 Qualifications: High School Diploma or GED, completion of State's Manager Certification Requirements and a minimum of 5 years of employment as a School Food Service Manager.
 Job Goals: To provide students with nutritious, appetizing and affordable meals

ESSENTIAL TASKS PERFORMED

1. Substitutes in manager position in the event of manager absence.
2. Assists with inspecting kitchens and serving sites for cleanliness, safety, and proper use of equipment.
3. Assists with securing needed supplies and equipment.
4. Trains substitute technicians and new employees on site.
5. Analyzes SFS-6 forms for meal requirements.
6. Assists in reviewing monthly reports.
7. Assists with trouble shooting.
8. Attends meetings, workshops, and seminars and redelivers information to managers at monthly meetings.
9. Audits physical inventories.
10. Ensures production and inventory amounts are adequate in order to meet daily student participation.
11. Conducts second administrative review of individual school lunch programs when warranted.
12. Works with cafeteria manager to promote nutrition education programs in order to comply with district wellness policy.
13. Works with school manager and manager coordinator when necessary to make menu changes in order to use USDA Commodity Products.
14. Performs other duties as assigned by Child Nutrition Program Supervisor.

Terms of Employment: 190 days

Evaluation: Performance of this job will be evaluated annually by the Supervisor of Child Nutrition Program

JOB INFORMATION:

Position: 2, 4, or 7 hours per day
Duration: 9 months per year (180 days)
Frequency/
Duration of breaks: As needed-this is a site decision based on availability of employee relief/coverage.
Compensation: Salaried (Monthly) - Amount to be established by Board
Overtime: non exempt employee
Benefits: To include Medical/Retirement for seven hour employees
Vacation: Not eligible for vacation – eligible for sick leave
 I. **Department/**
 II. **Division:** Child Nutrition Program
 III. **Evaluator:** Supervisor

QUALIFICATIONS/REQUIREMENTS:

Age/Language: Must be at least eighteen years of age and speak/understand English.
Education: H.S. or GED Preferred
License/Certificate: N/A
Legal: Must pass criminal background check and driver license check.
Computer Skills: Basic computer skills preferred
Experience: N/A
Training: On the job training: Phase I, II, & III Manager Training available
Job Rotations: As assigned by manager or production manager
 IV. **Personal Protective:** Must wear hairnet, clean uniform, cushioned, clean and fully enclosed leather shoes-nonskid or skid resistant.
Equipment: Operates equipment according to established procedures. Cleans equipment after use

Machines/Tools/ Equipment Used: large and small commercial equipment, cleaning supplies and equipment, scales, kitchen utensils, etc.
Sensory Requirements: Talking, Hearing, Smelling, Near/Far/ Midrange Vision, Depth Perception, Visual Accommodation, Color and Peripheral Vision
Other: Demonstrated by completion of technician course or successful work experience as a technician
 See Louisiana Food and Nutrition Bulletin #1196

Signature: _____ **Date:** _____

Employee Number: _____

PHYSICAL REQUIREMENTS

In an eight (8) hour workday, employee is required to:

Key to Frequency: Never (0%); Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 10LBS				X		
LIGHT 10-25LBS				X		
MEDIUM 25 -50LBS	X					NEVER ALONE
HEAVY 50 -100LBS	X					NEVER ALONE
VERY HEAVY 100+LBS	X					NEVER ALONE
V. Standing						
Sitting		X				
Walking						
Lifting				X		
Carrying				X		
Pushing				X		
Pulling				X		
Climbing		X				
Balancing						
Bending				X		
Stooping				X		
Talking				X		
Kneeling		X				
Crouching		X				
VI. Crawling		X				
Reaching				X		
Fingering				X		
Feeling					X	
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity				X		
Depth Perception					X	
Color Vision				X		
Field of Vision				X		

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

VII. FACTOR	OCCASIONAL	FREQUENTLY	CONTINOUS	COMMENTS
VIII. EXPOSURE (DUST, FUMES)			X	
EXPOSURE (EXTREME HEAT/COLD)		X		DRASTIC TEMERPATURE CHANGES
UNEVEN TERRAIN	X			HARD FLOORS
HEIGHTS	X			
OTHER (SPECIFY)			X	CONTACT WITH WATER, DETERGENTS, SANITIZERS, WORKING WITH LARGE COMMERCIAL COOKING EQUIPMENT

TO BE COMPLETED BY PHYSICIAN

Physician Approval: I have reviewed the above job description and believe the client is capable of:

Full Time: _____ Part Time: _____ Hours per day: _____

Full Duty: _____ Light Duty: _____ Modified Duty: _____

Approved with the following modifications:

Not approved temporarily due to:

Permanent preclusion on basis of:

Projected date for approval:

Physician Signature _____ Physician Printed Name: _____ Date: _____

Case Manager's Signature: _____ Date: _____

Employer's Signature/Title: _____ Date: _____

**Livingston Parish Public Schools
Job Description**

Job Title: *Cafeteria Manager – A (Lunch ADP above 550)*
 Cafeteria Manager – B (Lunch ADP 550 or below)
 Multi-site (2 or more cooking facilities)

Evaluator: Child Nutrition Program Supervisor

ESSENTIAL TASKS PERFORMED

1. Must give and receive information.
2. Must solve problems in a group setting.
3. Must determine when an independent decision can be made.
4. Must follow policies and procedures.
5. Must inventory equipment.
6. Must make minor equipment repairs.
7. Must order small equipment.
8. Must practice regular equipment maintenance.
9. Must issue work orders to school office.
10. Must plan menu item substitutions upon approval of Supervisor.
11. Must promote good nutrition in students, teachers and others.
12. Must conduct orientation for new employees.
13. Must train employees on procedures and practices of LPPS Child Nutrition Program.
14. Must complete job performance evaluation.
15. Must develop work schedules.
16. Must give feedback to others on performance and encourages the use of feedback.
17. Must increase or decrease standardized recipes.
18. Must determine ingredient substitution when necessary.
19. Must plan advance preparation.
20. Must plan production schedule.
21. Must check food quality during preparation.
22. Must receive and respond to complaints about food and service.
23. Must promote a positive image of School Food Service in students, faculty, administrators and others.
24. Must provide estimates and order foods and supplies.
25. Must receive and store food deliveries.
26. Must takes physical inventories and maintain inventory report.
27. Must determine amounts of food items to issue and issue these amounts from storeroom.
28. Must report information about personnel to Supervisor and School's Principal.
29. Must maintain reports documenting foods used and participation (SFS-6, SFS-7, SFS-7a, and other participation reports), free and reduced price meal applications.
30. Must safeguard food, supplies, equipment, and money from theft.
31. Must practice safe working habits; corrects and/or reports unsafe working conditions.
32. Must perform basic first aid; documents accidents immediately; submits approved accident report form to CNP office immediately.
33. Must develop cleaning schedules.

34. Must monitor sanitation techniques.
35. Must plan serving counter arrangement.
36. Must monitor correct holding temperatures.
37. Must collect, credit debit accounts, and deposit money to SFS account.
38. Must utilize food merchandising techniques.
39. Must substitute for Production Manager and/or technicians to ensure efficient food production.
40. Must perform other duties as assigned by the School Food Service Supervisor and the School's Principal.
41. Must be able to use adding machine, calculator, computer/software program, fax machine.
42. Must be willing to learn and accept new challenges.
43. Must be skilled in duties of a technician*.

JOB INFORMATION:

Position Full time @ 7 hours per day
Duration: 9 months per year (190 days)
Frequency/
Duration of breaks: As needed-this is a site decision based on availability of employee relief/coverage.
Compensation: Salaried (Monthly) – See Salary Schedule as approved by LPPS Board
Overtime: NOT AVAILABLE- without approval-non exempt employee
Benefits: To include Medical/Retirement
Vacation: Not eligible for vacation – eligible for sick leave

Department/

Division: Child Nutrition Program
Supervisor: Supervision from School Food Service Supervisor and School's Principal

QUALIFICATIONS/REQUIREMENTS:

Age/Language: Must be at least eighteen years of age and speak/understand English.
Education: H.S. or GED
License/Certificate: Demonstrated by completion of Phase I, II, and III Manager Training courses; and passing required tests administered by LA Dept. of Education-Child Nutrition Division
Legal: Must pass criminal background check and driver license check.
Computer Skills: Must be able to use computer software program.
Experience: Successful employment as a cafeteria technician
Training: Manager Training courses covering all duties. Other training as specified by School Food Service Supervisor
Job Rotations: N/A
PPE: Fully enclosed leather nonskid or skid resistant shoes
Machines/
Tools/
Equipment Used: Large and small commercial cooking equipment, cleaning supplies and equipment, kitchen utensils, computer, calculator, adding machine, etc
Sensory
Requirements: Talking, Hearing, Smelling, Near/Far/ Midrange Vision, Depth Perception, Visual Accommodation, Color and Peripheral Vision

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

PHYSICAL REQUIREMENTS
In an eight (8) hour workday, employee is required to:

Key to Frequency: Never (0%); Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 10LBS				X		
LIGHT 10-25LBS				X		
MEDIUM 25 -50LBS			X			
HEAVY 50 -100LBS			X			
VERY HEAVY 100+LBS	X					MUST HAVE ASSISTANCE
Standing					X	
Sitting		X				
Walking		X			X	
Lifting				X		
Carrying				X		
Pushing				X		
Pulling				X		
Climbing		X				
Balancing					X	
Bending				X		
Stooping				X		
Talking				X		
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching				X		
Fingering				X		
Feeling					X	
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity				X		
Depth Perception					X	
Color Vision				X		
Field of Vision				X		

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINUOUS	COMMENTS
EXPOSURE (DUST, FUMES)			X	
EXPOSURE (EXTREME HEAT/COLD)		X		DRASTIC TEMPERATURE CHANGES
UNEVEN TERRAIN	X			HARD FLOORS
HEIGHTS	X			
OTHER (SPECIFY)			X	CONTACT WITH WATER, DETERGENTS, SANITIZERS, WORKING WITH LARGE COMMERCIAL COOKING EQUIPMENT

Additional Comments:

**Livingston Parish Public Schools
Job Description**

Job Title: *Child Nutrition Program Production Manager*

Evaluator: Manager and/or Child Nutrition Program Supervisor

ESSENTIAL TASKS PERFORMED

1. Must give and receive information.
2. Must solve problems in a group setting.
3. Must assist in determining when an independent decision can be made.
4. Must follow policies and procedures.
5. Must assist in inventory.
6. Must assist in making equipment repairs.
7. Must offer suggestions for menu item substitutions.
8. Must promote good nutrition in students, teachers and others.
9. Must assist with orientation for new workers.
10. Must assist with training of employees on the job.
11. Must give feedback to others on performance and encourages the use of feedback.
12. Must determine ingredient substitution when necessary.
13. Must monitor food quality during preparation.
14. Must promote a positive image of School Food Service in students, faculty, administrators and others.
15. Must assist with receiving and storage of food deliveries.
16. Must assist with physical inventories.
17. Must pull issues from storage.
18. Must report information concerning personnel to manager.
19. Must assist in maintaining reports, documenting foods used, and participation (SFS-6, SFS-7, SFS-7a, other participation reports), free and reduced price meal application processing.
20. Must safeguard food, supplies, equipment, and money from theft.
21. Must practice safe working habits; correct and/or reports unsafe working conditions
22. Must assist in performing basic first aid; document accidents.
23. Must assist in the development of cleaning schedules.
24. Must monitor sanitation techniques.
25. Must monitor correct holding temperatures.
26. Must utilize food merchandising techniques.
27. Any other duties as assigned by the School Food Service Manager and Child Nutrition Supervisor.
28. Must be skilled in duties of a Technician.

JOB INFORMATION:

Position: Full time @ 7 hours per day
Duration: 9 months per year (185 days)
Frequency/
Duration of breaks: As needed-this is a site decision based on availability of employee relief/coverage.
Overtime: NOT AVAILABLE- without approval-non exempt employee
Benefits: To include Medical/Retirement
Vacation: Not eligible for vacation – eligible for sick leave

Department/Division: Child Nutrition Program
Supervisor: Supervision from Manager and CNP Supervisor

QUALIFICATIONS/REQUIREMENTS:

Age/Language:	Must be at least eighteen years of age and speak/understand English.
Education:	H.S. or GED
License/Certificate:	Manager Certification
Legal:	Must pass criminal background check and driver license check.
Computer Skills:	Yes/computer software program
Experience:	Successful employment as SFS technician
Training:	Manager Training courses covering all duties * Other training as specified by School Food Service Supervisor
Job Rotations:	N/A
PPE:	Fully enclosed leather nonskid or skid resistant shoes
Machines/ Tools/Equipment Used:	Large and small commercial equipment, cleaning supplies and equipment, computer, calculator, adding machine, kitchen utensils, etc
Sensory Requirements:	Talking, Hearing, Smelling, Near/Far/ Midrange Vision, Depth Perception, Visual Accommodation, Color and Peripheral Vision
Other:	With successful completion of High School or GED and the State Department of Education Food Service Manager and exam, a Production Manager may become eligible for a Food Service Manager position.
Terms of Employment:	190 Day Year.
Salary Schedule:	See Salary Schedule as established by the LPPS Board.
Evaluation:	Performance of this job will be evaluated annually by the Supervisor of Child Nutrition Program.

Signature: _____ Date: _____
 **I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

PHYSICAL REQUIREMENTS

In an eight (8) hour workday, employee is required to:

Key to Frequency: Never (0%); Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 0LBS				X		
LIGHT 10-25LBS				X		
MEDIUM 25 -50LBS			X			
HEAVY 50 -100LBS			X			
VERY HEAVY 100+LBS	X					MUST HAVE ASSISTANCE
Standing					X	
Sitting		X				
Walking		X			X	
Lifting				X		
Carrying				X		
Pushing				X		
Pulling				X		
Climbing		X				
Balancing					X	
Bending				X		
Stooping				X		
Talking				X		
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching				X		
Fingering				X		
Feeling					X	
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity				X		
Depth Perception					X	
Color Vision				X		
Field of Vision				X		

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINUOUS	COMMENTS
EXPOSURE (DUST, FUMES)			X	
EXPOSURE (EXTREME HEAT/COLD)		X		DRASTIC TEMPERATURE CHANGES ENTERING AND EXITING FREEZERS
UNEVEN TERRAIN	X			
HEIGHTS	X			
OTHER (SPECIFY)			X	CONTACT WITH WATER, DETERGENTS, SANITIZERS, WORKING WITH LARGE COMMERCIAL COOKING EQUIPMENT

Additional Comments: _____

**Livingston Parish Public Schools
Job Description**

Title: *Child Nutrition Program Technician*
Evaluator: Manager and/or Child Nutrition Supervisor

ESSENTIAL TASKS PERFORMED

1. Must check food quality during preparation.
2. Must promote school food service to students, faculty, administrators, parents and the community.
3. Must store deliveries.
4. Must use safe working procedures; corrects and/or reports unsafe working conditions.
5. Must follow approved personal hygiene techniques.
6. Must use approved sanitation techniques in food handling.
7. Must use approved sanitation techniques for cleaning the facility.
8. Must give and receive information.
2. Must determine when an independent decision can be made.
4. Must follow policies and procedures.
5. Must use and clean equipment.
6. Must perform regular equipment maintenance.
7. Must use standardized recipes.
8. Must prepare meals using correct food preparation techniques.
9. Must serve correct portions and reports amount of food used and left over.
10. Must maintain correct holding temperatures of food.
11. Must use food merchandising techniques.
12. Must perform any other related duties as assigned by the manager, production manager, or supervisor.
13. Must be able to, read, write, complete simple math problems involving addition and subtraction, multiplication and division, communicate and share information with others, know how to use measurements, use approved sanitation technique for cleaning equipment and facility.
14. Must keep a clean work area and be polite to children, coworkers and other staff.

JOB INFORMATION:

Position 2, 4, or 7 hours per day
Duration: 9 months per year (180 days)
Frequency/
Duration of breaks: As needed-this is a site decision based on availability of employee relief/coverage.
Overtime: NOT AVAILABLE- without approval-non exempt employee
Benefits: To include Medical/Retirement for seven hour employees
Vacation: Not eligible for vacation – eligible for sick leave

Department/Division: Child Nutrition Program
Evaluator: Child Nutrition Supervisor or Designee

QUALIFICATIONS/REQUIREMENTS:

Age/Language:	Must be at least eighteen years of age and speak/understand English.
Education:	H.S. or GED Preferred
License/Certificate:	N/A
Legal:	Must pass criminal background check and driver license check.
Computer Skills:	Basic computer skills preferred
Experience:	N/A
Training:	On the job training; Phase I, II, & III Manager Training available
Job Rotations:	As assigned by manager or production manager
Personal Protective:	Must wear hairnet, clean uniform, cushioned, clean and fully enclosed leather shoes-nonskid or skid resistant.
Equipment:	Operates equipment according to established procedures. Cleans equipment after use
Machines/Tools/ Equipment Used:	large and small commercial equipment, cleaning supplies and equipment, scales, kitchen utensils, etc.
Sensory Requirements:	Talking, Hearing, Smelling, Near/Far/ Midrange Vision, Depth Perception, Visual Accommodation, Color and Peripheral Vision
Other:	Demonstrated by completion of technician course or successful work experience as a technician See Louisiana Food and Nutrition Bulletin #1196
Terms of Employment:	180 Day Year.
Salary Schedule:	See Salary Schedule as established by the LPPS Board.
Evaluation:	Performance of this job will be evaluated annually by the Supervisor of Child Nutrition Program or Designee

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

PHYSICAL REQUIREMENTS

In an eight (8) hour workday, employee is required to:

Key to Frequency: Never (0%); Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 10LBS				X		
LIGHT 10-25LBS				X		
MEDIUM 25 -50LBS			X			
HEAVY 50 -100LBS			X			
VERY HEAVY 100+LBS	X					MUST HAVE ASSISTANCE
Standing					X	
Sitting		X				
Walking						
Lifting				X		
Carrying				X		
Pushing				X		
Pulling				X		
Climbing		X				
Balancing						
Bending				X		
Stooping				X		
Talking				X		
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching				X		
Fingering				X		
Feeling					X	
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity				X		
Depth Perception					X	
Color Vision				X		
Field of Vision				X		

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINOUS	COMMENTS
EXPOSURE (DUST, FUMES)			X	
EXPOSURE (EXTREME HEAT/COLD)		X		DRASTIC TEMPERATURE CHANGES
UNEVEN TERRAIN	X			HARD FLOORS
HEIGHTS	X			
OTHER (SPECIFY)			X	CONTACT WITH WATER, DETERGENTS, SANITIZERS, WORKING WITH LARGE COMMERCIAL COOKING EQUIPMENT

Additional Comments:

**Livingston Parish Public Schools
Job Description**

Title: *Manager Coordinator*

Qualifications: As established by the School Board

Evaluator: Supervisor of Child Nutrition Program

Job Goal: To help plan organize, and administer the food service program.

Performance Responsibilities:

1. Conducts administrative assistance reviews in schools as assigned by the Child Nutrition Program Supervisor.
2. Analyzes the SFS-6 forms in terms of meeting federal meal requirements.
3. Assists in checking the monthly Purchased and Commodity Food Inventories.
4. Conducts In-Service Training Programs.
5. Checks monthly bills for accuracy and bid compliance.
6. Assists in training new managers.
7. Works with State Programs as assigned by the Child Nutrition Program Supervisor.
8. Completes Professional Growth Plan and Self-Evaluation.

Terms of Employment: 200 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____
 **I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Coordinator of Successmaker Technology Labs*

Qualifications

- (1) Valid Louisiana Teacher's Certificate.
- (2) Master's Degree from an accredited institution.
- (3) Five (5) years classroom experience.
- (4) Experience in Trend Date Analysis
- (5) Three (3) years' experience in District Software for technology labs in Title 1 Schools.

Evaluator: Superintendent/Designee

Job Goal: To coordinate services required to identify and serve the needs of the Title 1 students in Livingston Parish.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Keeps abreast of all new developments NCLB and state regulations for Title 1 and regular education.
3. Test paraprofessional for highly-qualified status.
4. Train, assist and observe paraprofessionals.
5. Coordinate and disseminate school technology reports to the Superintendent, principal, and supervisor on lab usage and student progress.
6. Coordinate with technology departments on software and hardware issues.
7. Collect and summarize end of year reports.
8. Collect data and complete State Performance Report.
9. Assist in Trend Data Collection and Analysis.
10. Assist in Grant Data Collection and Analysis.
11. Assist in DAT/School Improvement Plans.
12. Completes Professional Growth Plan.
13. Performs other duties as assigned by Curriculum Director, Title 1 Director and Superintendent or Designee.

Terms of Employment: 212 Day Year.
Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Computer Training Coordinator, Child Nutrition Program*

Qualifications (1) Graduation from an accredited high school.
(2) Ability to plan, organize, assign, direct and inspect the work of subordinates, to exercise good judgment in evaluating situations and making decisions, to speak before various groups and organizations.

Evaluator: Director, Child Nutrition Program

Job Goal: Organizes and conducts computer training for school Child Nutrition Program personnel and maintains telephone and on site help desk for school Child Nutrition Program employees. Writes specifications for and orders computers, printers and other peripheral equipment. Develops current training tools and develops future applications.

Performance Responsibilities:

1. Orient employee to Federal, State, and Livingston Parish Child Nutrition Program guidelines by:
 - a. Teaching and encouraging employees to demonstrate the fundamental skills which will enable them to be proficient at their jobs.
 - b. Teaching employees the importance of teamwork in the Child Nutrition Program Operation.
 - c. Encouraging employees to develop better job skills that could lead to promotions on the job.
 - d. Teaching employees the importance of accuracy in compiling records and reports.
 - e. Teaching and encouraging employees to display the following desirable qualities of a good Child Nutrition Program employee; honesty, loyalty, initiative, dependability, and willingness to follow instructions.
 - f. Provide training material to employees.

2. Coordinates Training Program by:
 - a. Maintaining computer help desk.
 - b. Developing new applications for software development.
 - c. Executes Beta testing of software updates.
 - d. Communicates with Director of the Child Nutrition Program (giving and receiving of information).
 - e. Follows policies and procedures.
 - f. Reports needed equipment repair.
 - g. Obtains, composes, previews and maintains training materials.
 - h. Maintains and updates software manual.
 - i. Establishes schedules for training.
 - j. Provides situations for skill practices when applicable.
 - k. Coordinates training area.

3. Coordinates procurement and inventory of computer equipment and supplies.
 - a. Forecasts and orders computer supplies.
 - b. Writes specifications for computer equipment and supplies.
 - c. Maintains computer and supply inventory.
 - d. Coordinates making of student ID cards.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.non exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Supervisor of Library Services, Textbooks, Materials and Supplies*

Qualifications: Same as Supervisor of Instruction in Bulletin #746

Evaluator: Superintendent/Designee

Job Goal: To provide textbooks, library books, materials, and supplies so that each student in the district will find available instructional and non-instructional material appropriate to his interest, abilities, and needs.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Establishes common library service procedures that will standardize the operations of libraries throughout the district.
3. Establishes procedures for the selection and acquisition of library books, textbooks, materials, and supplies.
4. Directs central purchasing, processing, and organizational procedures for library books, textbooks, materials, and supplies.
5. Assists the librarians in establishing and maintaining a system of accounting for all library books, reference books, audiovisual materials, and periodicals.
6. Prepares and administers the departmental budget.
7. Plans and conducts in-service education workshops for school librarians.
8. Receives, stores, and issues all library books, textbooks, materials, and supplies.
9. Supervises school librarians through visits, personal conferences and written observation reports.
10. Completes Professional Growth Plan.
11. Performs the duties assigned by the Superintendent.

Terms of Employment: 240 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Supervisor of Child Welfare and Attendance*

Qualifications: As established by the State Board of Elementary and Secondary Education as listed in Bulletin #746

Evaluator: Superintendent/Designee

Job Goal: To assure that no student enrolled in the district gains less than full advantage from the educational opportunities as a result of attendance problems.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I.	Planning and Preparation	1c.	Setting Instructional Outcomes
II.	The Classroom Environment	2c.	Managing Classroom Procedures
III.	Instruction	3b.	Questioning and Discussion Techniques
		3c.	Engaging Students in Learning
		3d.	Using Assessment in Instruction
2. Plans and supervises the conducting of the annual school census, assuring current records of all pertinent facts.
3. Checks whereabouts of students reported in school census by not present in any school.
4. Investigates and reports findings in cases of absences referred by school principals or legal authorities.
5. Enters places where students are employed, to investigate whether or not they are legally absent from school and working under conditions which are within the limits prescribed by law.
6. Cooperates with school officials, counselors, and psychologists, and with the children's court, probation officers, and welfare agencies dealing with cases of known, suspected, or probable delinquency on the part of the school-age persons.
7. Prepares and submits accurately all required forms and reports according to established procedures.
8. Conducts surveys and research projects for the study of school attendance, population trends, and related matters.
9. Cooperates with school officials, welfare agencies, courts and probation offices dealing with cases of known or suspected cases of child abuse of school-age persons.
10. Conducts such auditing of enrollment, attendance, and transfer records in the various schools as may be necessary to assure compliance and applicable laws and sound principles of accounting for pupil personnel.
11. Completes Professional Growth Plan.
12. Performs other duties as assigned by the Superintendent.

Terms of Employment: 240 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Adult Education Director*

Qualifications: Same as Teacher/Educational Leadership preferred

Evaluator: Superintendent/Designee

Job Goal: To extend the benefits of the district's education program to the entire community.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.
2. Arranges courses to fit the expressed needs of adults in the community.
3. Secures competent and certified part-time instructors for the program.
4. Supervises and evaluates instruction and administers the program of adult education.
5. Maintains all necessary records and oversees attendant bookkeeping.
6. Publicizes the offerings of the program.
7. Prepares budget for the annual financial needs of the program.
8. Requisitions necessary supplies.
9. Prepares and submits accurately all required reports relative to the program.
10. Completes Professional Growth Plan.
11. Performs other duties assigned by the Superintendent.

Terms of Employment: 202 Day Year
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Industry Based Instructor for PreGED/Skills Option Program*

Qualifications: Industry Based Qualification for Student Instruction as recognized by the State Board of Elementary and Secondary Education.

Evaluator: Principal, Program Coordinator

Job Goal: To provide vocational education/training to secondary students in an alternative program for successful employment during adulthood.

Performance Responsibilities:

1. Meet and instructs assigned classes in the location and at times designated.
2. 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.
3. Strives to implement by instruction and action the school's philosophy of education and instructional goals and objectives.
4. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
5. Maintains accurate and complete records as required by law, district policy and administrative regulation.
6. Plans a program of study that meets the individual needs, interests, and abilities of students.
7. Makes job contacts with the local industry.
8. Develops and monitors inventory of vocational materials and supplies for use by students.
9. Maintains proper student discipline in classroom and non-classroom settings.
10. Completes Professional Growth Plan.
11. Performs other duties as assigned by the principal or director.

Terms of Employment: 182 Day Year.
Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Principal*

Qualifications: As established by the State Board of Elementary and Secondary Education as listed in Bulletin #746

Evaluator: Superintendent or Assistant Superintendent/Designee

Job Goal/Overview: To use leadership, supervisory, and administrative skills to promote the educational development of each student.

Performance Responsibilities:

1. Has knowledge of Performance Expectations and Indicators for Educational Leaders.
 - I. School Vision
 - a. Sets ambitious, data-driven goals and a vision for achievement; invests teacher, students, and other stakeholders in that vision.
 - II. School Culture
 - a. Facilitates collaboration between teams of teachers
 - b. Provides opportunities for professional growth and develops a pipeline of teacher leaders.
 - c. Creates and upholds systems which result in a safe and orderly school environment.
 - III. Instruction
 - a. Observes teachers and provides feedback on instruction regularly.
 - b. Ensures teachers set clear, measurable objectives aligned to the approved curriculum.
 - c. Ensures teachers use assessments reflective of approved curriculum rigor.
2. Has knowledge of the Louisiana Components of Effective Teaching.
3. Responsible for growth in student learning within the school.
4. Sets high expectations and performance standards that lead to the attainment of school and district goals.
5. Identifies and analyzes relevant information before making decisions or committing resources.
6. Serves as a model of professionalism and communicates educational values.
7. Identifies areas of instructional and program development through the collection and interpretation of student and school data.
8. Evaluates professional and support staff constructively.
9. Recruits, selects, and assigns appropriate personnel for the effective delivery of the school program.
10. Solicits and frequently gives specific and constructive feedback.
11. Demonstrates an appreciation for the accomplishments of others.
12. Listens actively to others.
13. Utilizes clear and meaningful oral and written expression.
14. Elicits participation in decision making and cultivates leadership in others.
15. Facilitates group processes and effectively manages conflict.
16. Plans and prepares an appropriate budget and manages funds effectively.
17. Implements school programs within the confines of the district's goals and policies.
18. Schedules curricular and co-curricular activities efficiently and effectively.
19. Collaboratively develops effective discipline and attendance policies.
20. Maintains a visible presence in the school.
21. Protects instructional time when scheduling events and communication efforts.
22. Plans and supervises fire drills and an emergency preparedness program.
23. Completes Professional Growth Plan.
24. Performs other duties as assigned by the Superintendent.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance Expectations and Indicators for Educational Leaders will be used for Principal Evaluation in conjunction with measures of student academic growth.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Assistant Principal*

Qualifications: As established by the State Board of Elementary and Secondary Education as listed in Bulletin #746

Evaluator: Principal

Job Goal: To assist the Principal of the school in the overall operations of the school program, to supervise assigned school faculty members and to enforce all laws, rules, regulations, and policies as set forth by the Livingston Parish School Board and/or the Legislature of the State of Louisiana.

Performance Responsibilities:

1. Has knowledge of Performance Expectations and Indicators for Educational Leaders.
 - III. School Vision
 - a. Sets ambitious, data-driven goals and a vision for achievement; invests teacher, students, and other stakeholders in that vision.
 - IV. School Culture
 - a. Facilitates collaboration between teams of teachers
 - b. Provides opportunities for professional growth and develops a pipeline of teacher leaders.
 - c. Creates and upholds systems which result in a safe and orderly school environment.
 - III. Instruction
 - a. Observes teachers and provides feedback on instruction regularly.
 - b. Ensures teachers set clear, measurable objectives aligned to the approved curriculum.
 - c. Ensures teachers use assessments reflective of approved curriculum rigor.
2. Has knowledge of the Louisiana Components of Effective Teaching.
3. Responsible for the student academic growth within the school.
4. Supervises extracurricular activities.
5. Supervises the instructional program and curriculum development.
6. Supervises student transportation and safety.
7. Manages student referrals and discipline.
8. Supervises custodial personnel and services.
9. Coordinates student scheduling and grade reporting.
10. Maintains an efficient and effective working relationship with other school personnel and the public in the community.
11. Maintains accurate records for the school lunch program.
12. Maintains textbook inventory and requisition.
13. Assumes responsibility for the total operation of the school in the absence of the principal.
14. Accepts responsibility for pupil accounting and attendance as assigned by the building principal.
15. Has knowledge of all required reports, forms and applications needed by the local, regional, state and federal agencies.
16. Completes Professional Growth Plan.
17. Performs any other duties as assigned or requested by the Building Principal.

Terms of Employment: 202 Day Year.
Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance Expectations and Indicators for Educational Leaders will be used for Principal Evaluation in conjunction with measures of student academic growth.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Teacher*

Qualifications: As established by the State Board of Elementary and Secondary Education and listed in Bulletin #746

Evaluator: Principal **or evaluatee's respective supervisory level designee**

Job Goal/Overview: To lead students toward the fulfillment of their potential for intellectual, emotional, and physical growth and maturation.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.
 - I. Planning and Preparation
 - II. The Classroom Environment
 - III. Instruction
 - 1c. Setting Instructional Outcomes
 - 2c. Managing Classroom Procedures
 - 3b. Questioning and Discussion Techniques
 - 3c. Engaging Students in Learning
 - 3d. Using Assessment in Instruction
2. **Assist, leads, and directs student learning within the classroom as determined by Student Learning Targets and state assessments.**
3. Meets and instructs assigned classes **at the designated times and locations.**
4. 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.
5. Strives to implement by instruction and action the school's philosophy of education and instructional goals and objectives.
6. Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities.
7. Maintains **accurate up to date** and complete records as required by law, district policy and administrative regulation.
8. Assists in upholding and enforcing school rules, administrative regulations and Board Policy..
- 9.. Demonstrates professional decorum in speech, personal characteristics, and dress and grooming.
10. Attends and participates in faculty meetings.
11. Cooperates with other members of the staff in planning instructional goals, objectives, and methods.
12. Assumes responsibility for non-instructional assignments/activities.
13. **Maintains a professional attitude while providing timely communication with students, parents, and colleagues for education-related purposes including broad academic and behavioral progress of assigned students..**
14. Completes Professional Growth Plan.
15. Performs other duties as assigned by the Principal **that enhance the assigned job duties including but not limited to staff committees, professional growth, and/or extracurricular activities.**
16. **Use relevant technology to support and differentiate learning.**

Terms of Employment: 182 Day Year.
Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Domains and Components of Effective Teaching will be used for Teacher Evaluation in conjunction with student academic growth.

Physical Requirements **See Appendix C**

Signature: _____ Date: _____
 **I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Teacher of Gifted Students*

Qualifications: As set by the State Board of Elementary and Secondary Education in Bulletin #746

Evaluator: Principal

Job Goal/Overview: To provide eligible gifted students with a program of services that will enrich and/or accelerate and allow them to reach their fullest potential as indicated by their IEP's.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Responsible for student academic growth within the classroom.
3. Meets and instructs assigned classes in the location and at times designated.
4. Provides a program at and above grade level for gifted students consistent with state education code requirements that meet the individual needs, interests, and abilities of students.
5. Meets and instructs assigned classes in the locations and at the time designated.
6. Utilizing Bloom's Taxonomy, provides instruction to exceptional students.
7. Provides enrichment of various subject areas addressing the comprehensive curriculum.
8. Attends and participates in faculty meetings when appropriate.
9. Maintains accurate and complete records pertinent to the gifted education program as required by law, district policy, and administrative regulations.
10. Evaluates student progress on a regular basis.
11. Assumes professional attitude in dealing with student, parents, and colleagues.
12. Demonstrates professional decorum in speech, personal characteristics, dress and grooming.
13. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
14. Prepares for classes assigned, and shows written evidence of preparation.
15. Accepts a share of responsibility for co-curricular activities as assigned.
16. Accepts the responsibilities of writing an individualized education program for each eligible gifted student.
17. Assists in upholding and enforcing school rules, administrative regulations, and Board Policy.
18. Strives to implement by instruction and action the school's philosophy of education instructional goals and objectives.
19. Completes Professional Growth Plan.
20. Performs other duties as assigned by the principal.

Terms of Employment: 182 Day Year.
Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Domains and Components may be used for Teacher Evaluation in conjunction with student academic growth.

Physical Requirements **See Appendix C**

Signature: _____ Date: _____
 **I hereby acknowledge and accept the job description as the duties that are expected of me.
 Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Teacher of Talented Students*

Qualifications: As set by the State Board of Elementary and Secondary Education in Bulletin #746

Evaluator: Principal

Job Goal/Overview: To provide eligible talented students with a program that will enable them to reach their fullest potential as indicated by their IEP's.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Meets and instructs assigned classes in the location and at times designated.
3. To teach all four components (creative expression, aesthetic perception, historical and cultural perception, and critical analysis) of the art form/discipline (visual arts, theatre arts, and music).
4. Attends and participates in faculty meetings.
5. Maintains accurate and complete records pertinent to the talented education program of services as required by law, district policy, and administrative regulations.
6. Evaluates student progress on a regular basis.
7. Assumes a professional attitude in dealing with students, parents and colleagues.
8. Demonstrates professional decorum in speech, personal characteristics, dress and grooming.
9. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
10. Prepares for classes assigned, and shows written evidence of preparation.
11. Accepts a share of responsibility for co-curricular activities as assigned.
12. Accepts the responsibilities of writing an individualized education program for each eligible talented student.
13. Strives to implement by instruction and action the school's philosophy of education and instructional goals and objectives.
14. Assists in upholding and enforcing school rules, administrative regulations, and Board Policy.
15. Completes a Professional Growth Plan.
16. Performs other duties as assigned by the principal.

Terms of Employment: 182 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Physical Requirements **See Appendix C**

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Principal Designee*

Qualifications: (1) Valid Louisiana Certificate
(2) Master's Degree with certification in Administration/Ed. Leadership

Evaluator: Principal

Job Goal: To assist the Principal of the school in the overall operations of the school program, to supervise assigned school faculty members and to enforce all laws, rules, regulations, and policies as set forth by the Livingston Parish School Board and/or the Legislature of the State of Louisiana.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.
2. Has knowledge of Performance Expectations and Indicators for Educational Leaders.
 - V. School Vision
 - a. Sets ambitious, data-driven goals and a vision for achievement; invests teacher, students, and other stakeholders in that vision.
 - VI. School Culture
 - a. Facilitates collaboration between teams of teachers
 - b. Provides opportunities for professional growth and develops a pipeline of teacher leaders.
 - c. Creates and upholds systems which result in a safe and orderly school environment.
 - III. Instruction
 - a. Observes teachers and provides feedback on instruction regularly.
 - b. Ensures teachers set clear, measurable objectives aligned to the Common Core.
 - c. Ensures teachers use assessments reflective of Common Core rigor.
3. Responsible for the student academic growth within the school.
4. Supervises extracurricular activities.
5. Supervises the instructional program and curriculum development.
6. Supervises student transportation and safety.
7. Manages student referrals and discipline.
8. Supervises custodial personnel and services.
9. Coordinates student scheduling and grade reporting.
10. Maintains an efficient and effective working relationship with other school personnel and the public in the community.
11. Maintains accurate records for the school lunch program.
12. Maintains textbook inventory and requisition.
13. Assumes responsibility for the total operation of the school in the absence of the principal/assistant principal.
14. Accepts responsibility for pupil accounting and attendance as assigned by the building principal.
15. Has knowledge of all required reports, forms and applications needed by the local, regional, state and federal agencies.
16. Completes Professional Growth Plan.
17. Performs any other duties as assigned or requested by the Building Principal.

Terms of Employment: 202 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance Expectations and Indicators for Educational Leaders will be used for Principal Evaluation in conjunction with measures of student academic growth.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *School Counselor*

Qualifications: As established by the State Board of Elementary and Secondary Education as listed in Bulletin #746

Evaluator: Principal

Job Goal: To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of School Counseling.
 - Component I .Individual Student Planning-the school counselor coordinates activities related to students' individual plans for academic, personal/social, and career goals.
 - Component II. System Support-System Support: The school counselor engages in broader school improvement efforts and engages with external resources to ensure that the school has access to the most current trends and resources in counseling.
 - Component III. Responsive Services-The school counselor responds to urgent needs and enables others in the school community to respond efficiently and effectively to changing student needs.
 - Component IV. School Counseling Curriculum-the counselor proactively plans a curriculum of activities aligned with data and school-specific needs.
2. Responsible for the academic growth of students within the school.
3. Follows parish guidance plan.
4. Assists in registration of new students and orients them to school procedures and the school's varied opportunities for learning.
5. Aids students in course and subject election.
6. Maintains student guidance records and protects their confidentiality.
7. Works to resolve student's educational handicaps.
8. Provides students information as requested according the provisions of the Board's policy on student records.
9. Collect data to evaluate the effectiveness of the school's program.
10. Compiles and disseminates pertinent student information to appropriate institutions.
11. Maintains a yearly calendar of guidance activities and maintains records of guidance services performed.
12. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
13. Obtains and disseminates occupational information to students and to classes studying occupations.
14. Helps students evaluate career interests and choices.
15. Works with students on an individual or group basis in the solution of personal problems related to home and family relations, health and emotional adjustment.
16. Confers with parents whenever necessary.
17. Interprets the guidance and counseling services of the school to parents, teachers, administrators, and community agencies.
18. Provides in-service training in guidance for teachers.
19. Advises administrators and faculty on the matters of student discipline.
20. Maintains an up to date community resource file.
21. Maintains proper student discipline in classroom and non-classroom settings.
22. Completes Professional Growth Plan.
23. Performs other duties as assigned by the principal.

Terms of Employment: 182 Day Year. Salary according to the current schedule.
192 Day Year—For High School School Counselors

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Competencies will be used for School Counselor Evaluation in conjunction with measures of student academic growth.

Physical Requirements **See Appendix C**

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Elementary School Counselor*

Qualifications: As established by the State Board of Elementary and Secondary Education as listed in Bulletin #746

Evaluator: Principal

Job Goal: To help students overcome personal problems that impedes learning by working with students on an individual or group basis.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of School Counseling.
 - Component I. Individual Student Planning-the school counselor coordinates activities related to students' individual plans for academic, personal/social, and career goals.
 - Component II. System Support-System Support: The school counselor engages in broader school improvement efforts and engages with external resources to ensure that the school has access to the most current trends and resources in counseling.
 - Component III. Responsive Services-The school counselor responds to urgent needs and enables others in the school community to respond efficiently and effectively to changing student needs.
 - Component IV. School Counseling Curriculum-the counselor proactively plans a curriculum of activities aligned with data and school-specific needs.
2. Responsible for the academic growth of students within the school.
3. Follows parish guidance plan.
4. Assists in orientation of new students to the school's counseling program.
5. Maintains student guidance records and protects their confidentiality.
6. Works to resolve student's emotional and social handicaps.
7. Provides students information as requested according the provisions of the Board's policy on student records.
8. Collect data to evaluate the effectiveness of the school's counseling program.
9. Maintains a yearly calendar of guidance activities and maintains records of guidance services performed.
10. Assist parents in evaluating their child's aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data upon request.
11. Works with students on an individual or group basis in the solution of personal problems related to home and family relations, health and emotional adjustment.
12. Confers with parents whenever necessary.
13. Interprets the guidance and counseling services of the school to parents, teachers, administrators, and community agencies.
14. Provides in-service training in guidance for teachers.
15. Maintains proper student discipline in classroom and non-classroom settings.
16. Maintains an up-to-date community resource file.
17. Completes Professional Growth Plan.
18. Performs other counseling duties as assigned by the principal.

Terms of Employment: 182 Day Year.
Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Competencies will be used for School Counselor Evaluation in conjunction with measures of student academic growth.

Physical Requirements **See Appendix C**

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Librarian*

Qualifications: As established by the State Board of Elementary and Secondary Education as listed in Bulletin #746

Evaluator: Principal **or evaluatee's respective supervisory level designee**

Job Goal: To provide each student with an enriched library environment containing a wide variety and range of materials that will invite intellectual probing, growth, and to aid all students in acquiring the skills needed to take full advantage of library resources.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching and **Louisiana Guidelines for Library Media Program in Louisiana Schools**
 - I. Planning and Preparation
 - II. The Classroom Environment
 - III. Instruction
 - 1c. Setting Instructional Outcomes
 - 2c. Managing Classroom Procedures
 - 3b. Questioning and Discussion Techniques
 - 3c. Engaging Students in Learning
 - 3d. Using Assessment in Instruction
2. **Supports** student academic growth within the school.
3. Evaluates, selects, and requisitions new library materials.
4. Assist teachers in the selection of books and other instructional materials.
5. Informs teachers and other staff members concerning new materials the library acquires.
6. Maintains a comprehensive and efficient system for cataloging all library materials.
7. Works with teachers in planning those assignments likely to lead to extended use of library resources. **This may result in extended use of library during the regular school day.**
8. Presents and discusses materials with a class studying a particular topic, on the invitation of the teachers.
9. Participates at curriculum meetings.
10. Keeps current records of overdue or lost books and makes effort to collect payments and fines.
11. Counsels with and gives reading guidance to students.
12. Properly schedules library use by teachers and students.
13. Arranges frequently-changing book-related displays and exhibits likely to interest the library's patrons.
14. Maintains proper student discipline in classroom and not-classroom settings.
15. Completes Professional Growth Plan.
16. Performs other duties as assigned by the Principal **that enhance the assigned job duties including but not limited to staff committees, professional growth, and/or extracurricular activities**

Terms of Employment: 182 Day year.
Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Domains and Components will be used for **Evaluation in conjunction with student learning targets or other criteria as agreed upon with direct evaluator.**
Physical Requirements **See Appendix C**

Signature: _____ Date: _____
 **I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Position Description**

Title: *School Nurse (Registered Nurse)*

Qualifications: As established by the Board of Elementary and Secondary Education in Bulletin 746.
Holds a current license to practice professional nursing (Registered Nurse) in the state of Louisiana.
Two years of experience in any field of nursing.
Certification in accordance with State Department of Education requirements

Evaluator: Nursing Coordinator

Job Goal: To provide the fullest possible educational opportunity for each child by minimizing absences due to illness and creating a climate of health and well-being in the district schools.

Performance Responsibilities:

1. Assumes responsibility for checking and updating health records on students as mandated by law.
2. Plans and administers programs for testing the hearing and vision of students.
3. Plans and administers programs for scoliosis screening of students.
4. Notifies parents of possible defects after screening and makes referral to proper resources.
5. Provides follow-up of students with suspected defects.
6. Conducts conferences with parents, school officials, and other concerned groups as needed.
7. Cooperates with public health officials and interprets public health laws as they relate to the schools, particularly with regard to communicable diseases.
8. Authorizes exclusion and readmission of students in connection with infectious and contagious diseases and other health problems.
9. Provide assistance in emergency health or accident situations.
10. Provide health education and counseling services to school, parents, and community.
11. Maintains complete records of all nurse activities.
12. Documents vision and hearing screening done on students receiving Medicaid for subsequent reimbursement to the Livingston Parish School Board.
13. Implementation of teaching protocol concerning Act 1048 and Act 1909 passed by the state Legislature. All Para's assisting handicapped students in procedures such as clean intermittent catheterization, gastrostomy feedings, tracheostomy care, etc. are trained accordingly and supervised on a regular basis.
14. Implementation of Act 789 passed by the State Legislature which provides for instruction of female students in junior high school and high school in the proper procedure for breast self-examination and the need for an annual pap smear with proper documentation.
15. Implementation of Act 397 enacted by the State Legislature which provides for instruction to Livingston Parish school system employees in the proper procedure of administering medication to students. Periodic observation of this procedure is also implemented.
16. Completes Professional Growth Plan and Self-Evaluation.
17. Perform other duties as required.

Terms of Employment: 182 Day Year. Salary to be established by the Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____

Date: _____

Employee Number _____ 8.10

**Livingston Parish Public Schools
Job Description**

Title: *Nursing Coordinator*

Qualifications:

1. Maintains a current license to practice professional nursing in the State of Louisiana (Registered Nurse).
2. Five years experience as a School Nurse
3. Prior nursing administrative experience
4. Certification in accordance with State Department of Education requirements.

Evaluator: Assigned Supervisor of Instruction

Job Goal: To coordinate and supervise the School Nursing Program in Livingston Parish Public Schools and therefore facilitate and strengthen the educational process by promoting an optimal level of health for our students and staff.

Performance Responsibilities:

1. Serve as a liaison between state and community agencies, central office, schools, and other nurses.
2. Perform school nurse duties.
3. Respond to medical questions that arise daily from parents, school personnel, and other nurses.
4. Ensure consistency and proper operation of the nursing program on a day to day basis.
5. Oversee and assist in writing policies and procedures.
6. Coordinates screenings and in-services, etc.
7. Summarize screening data for parish and state reporting.
8. Orientate and train new nurses
9. Supervise, monitor, and evaluate all school nurses and make recommendations to the Superintendent for the improvement of services.
10. Plans and implements school health programs which inter-relate the components of health and education.
11. Organizes and carries out activities consistent with objectives in accordance with the standards, policies, and procedures of the school district and state department of education.
12. Coordinates and disseminates appropriate materials to school nurses.
13. Maintenance of records in accordance with local standards, state guidelines, and the needs of the school community population.
14. Promotes professional growth of school nursing staff
15. Plans for own professional growth and continuing education
16. Maintains on-going self evaluation of professional skills and abilities and completes a professional growth plan and self evaluation.
17. Participates in, in-service training for professional growth
18. Conducts an ongoing evaluation of the school health program in terms of accepted standards and changing needs.
19. Perform duties and assume responsibilities as may be assigned by the proper authority.
20. Perform other duties as assigned by the Superintendent.

Terms of Employment: 182 Day Year. Salary to be established by the Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____

Date: _____

Employee Number _____

Livingston Parish Public Schools Job Description

Title: *Licensed Practical Nurse*

Qualifications: Holds a current license to practice as a Licensed Practical Nurse in the State of Louisiana.
Has a minimum of two years experience in any field of nursing as a practical nurse.

Evaluator: Nurse Coordinator. Registered Nurse assigned to School, School Principal, and Classroom Teacher

Job Goal: To provide the maximum educational opportunity for the student or students assigned by assisting with the medical needs and procedures which have been ordered by a physician and directed by a Registered Nurse. Needs are to be outlined in an Individualized Health Care Plan for that particular student.

Performance Responsibilities:

1. Serve as child advocate
2. Assess and evaluate health of student while in his/her care on a daily basis.
3. Keep the RN, assigned as her supervisor, informed of condition, problems, and progress by keeping appropriate nurse's notes on a daily basis.
4. Maintain communication with parents and secure supplies as required.
5. Assist with educational process as an assistant to the classroom teacher.
6. Perform those health care duties in special procedures, giving medication which is directed by a Registered Nurse or Physician.
7. Working hours will be as needed for each particular student
8. Salary will be calculated with benefits as agreed upon by the administrative staff at the time of employment.
9. Perform duties and assume responsibilities as may be assigned by the proper authority.
10. Completes Professional Growth Plan and Self-Evaluation.
11. Perform other duties as assigned by the principal.

Terms of Employment: 182 Day Year. Salary as established by the Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____

Date: _____

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Teacher of English as a Second Language*

Qualifications: As established by the State Board of Elementary and Secondary Education as listed in Bulletin #746

Evaluator: Assigned Supervisor/Designee

Job Goal: To help integrate Limited English Proficient student into the district's education program and to expedite the acquisition of the English language.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I. Planning and Preparation	1c. Setting Instructional Outcomes
II. The Classroom Environment	2c. Managing Classroom Procedures
III. Instruction	3b. Questioning and Discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
2. Responsible for student academic growth within the classroom.
3. Identifies National Origin Minority Students by using the home language survey on the district's registration form.
4. Assesses Language Minority Students to identify LEP students by use of formal instruments.
5. Diagnoses instructional needs, and provides an alternative program which meets LEP students' needs for English language instruction.
6. Uses established criteria for entry into and exit from the alternative program for LEP students.
7. Provides understandable instruction in content areas using ESL methodology.
8. Provides LEP students opportunities for the development of positive self-concept and identification with their cultural heritages.
9. Provides appropriate and comparable instructional materials.
10. Provides in-service education and serves as a consultant and resource to teachers and school members on topic concerning ESL services.
11. Works cooperatively with classroom teachers who have LEP students, interpreting the abilities and limitations of these students to the entire staff, and assisting the students with regular class assignments.
12. Provides for parental involvement, and communicates with parents of LEP students in their native language.
13. Monitors the progress of students at regular intervals throughout the school year and after exiting the program, and provides support services as needed.
14. Monitors and maintains student records.
15. Prepares for assigned classes and shows written evidence of preparation upon request of immediate supervisor.
16. Maintains proper student discipline in classroom and non-classroom settings.
17. Completes Professional Growth Plan.
18. Performs other duties as assigned by the supervisor.

Terms of Employment: 182 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Domains and Standards may be used for Teacher Evaluation in conjunction with student academic growth.

Physical Requirements See Appendix C

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Athletic Director*

Qualifications: (1) Is employed as a teacher or administrator.
(2) Demonstrates interest in and aptitude for executing the performance responsibilities as listed.

Evaluator: Principal

Job Goal: To help coaches implement parish athletic programs to include supervision of personnel, implementation and monitoring of rules, regulations of the L.H.S.A.A and policies of the School Board, and overseeing athletic activities of the school.

Performance Responsibilities:

1. Provides leadership for the organization and development of the school's athletic programs.
2. Administers and monitors compliance with Board policies, administrative regulations, and Louisiana High School Athletic Association rules and regulations, and recommends corrective action following any necessary investigations of infractions of athletic rules and regulations.
3. Recommends purchase of equipment, supplies and uniforms, as appropriate.
4. Oversees the recommendation of volunteer coaches in all sports.
5. Maintains necessary financial forms, budget requests, insurance records, eligibility forms, and similar paperwork as assigned.
6. Attends all Louisiana High School Athletic Association seminars and annual meetings to remain current on changing rules and regulations.
7. Maintains a current membership in the Louisiana High School Athletic Association.
8. Enforces disciplined and sportsmanlike behavior at all times. Establishes and oversees penalties for breach of such standards.
9. Maintains self-discipline, sportsmanlike behavior, and displays exemplary conduct at all times.
10. Carries out other duties as assigned by the Principal or Parish Athletic Director.

Terms of Employment: 182 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Coach*

Qualifications: (1) Is employed as a teacher.
(2) Demonstrates interest in and aptitude for executing the performance responsibilities as listed.

Evaluator: Principal

Job Goal: To help each participating student to achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

Performance Responsibilities:

1. Coaches' individual participants in the skills necessary for excellent achievement in the sport involved.
2. Plans and schedules a regular program of practice in season.
3. Works closely with the principal and/or the principal's designee in scheduling athletic contests.
4. Recommends purchase of equipment, supplies and uniforms, as appropriate.
5. Maintains necessary financial forms, budget request, insurance records, eligibility forms and similar paperwork as assigned.
6. Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times.
7. Enforces disciplined and sportsmanlike behavior at all times. Establishes and oversees penalties for breach of such standards by individual students.
8. Maintains self-discipline, sportsmanlike behavior, and displays exemplary conduct at all times.
9. Carries out other duties as assigned by the Principal and/or principal's designee.

Terms of Employment: Compensation and duration of coaching season to be established by the Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

2012

**Livingston Parish Public Schools
Job Description**

Title: *Custodian*

Evaluator: Principal/Designee

ESSENTIAL TASKS PERFORMED

- 1 Must report to school site and leaves at times designated by the Principal. Leaving campus before the designated time, reporting late or not reporting for work must be approved by Principal. Leave slips must be completed and turned in to correspond for time taken off.
- 2 Must attend lunch which will be 30 minutes at time designated by the Principal and is not to be calculated as time worked. The Principal must approve leaving school premises during this time and the individual must sign out when leaving and back in upon returning to the school.
- 3 Must reports maintenance issues to Chief Custodian and maintain/order equipment, supplies and materials as required.
- 4 Must assure air conditioning filters are changed once per month unless conditions require changing every two weeks with disposable filter discarded and permanent filters cleaned and put back into the unit. The front (grill) of the unit is to be cleaned each time the filter is cleaned/replaced. Complete Filter Maintenance Checklist as required by LPSB each time filters are changed and turn into Principal.
- 5 Must assist other custodians as needed.
- 6 Must sweep, vacuum and/or mop areas assigned by the Principal at the times to be coordinated by the Principal.
- 7 Must blow off sidewalks before classes being in the morning on days designated by Principal.
- 8 Must unlock all exit doors and each classroom door to the hall. Do not turn lights, heat or a.c any sooner than 30 minutes before arrival of students. Heat must be set at 68 degrees and a/c at 74 degrees.
- 9 Must pick up limbs, trash, etc. as you walk around the campus. Special attention should be given to playground and heavily traveled areas and remove debris that is unsightly or could cause injury or accidents.
- 10 Must buff areas assigned by Principal at times to be coordinated by Principal.
- 11 Must check halls for water near water fountains, as well as during or after rains and mop or wipe up as needed.
- 12 Must at times assigned by Principal assure the following is done; clean gutters, open all drains under sidewalks and other areas on campus to allow water to drain, clean and spray fence rows, remove tree limbs and other debris from roofs.
- 13 Must pull pop off valves on water heaters once each month.
- 14 Must before leaving each day check all rooms and buildings per the Parish Energy Conservation Program Guidelines, lock all exit doors and library door.
- 15 Must ensure storage rooms or buildings are neat and tidy at all times. No combustible material, flammable materials, or chemicals are to be stored in areas near gas flame or return air.
- 16 Must assure that Holiday and Summer shutdown procedures are followed per the Parish Energy Conservation Program Guidelines and checklist is completed and turned into the Principal by the first week school is out.
- 17 Must take necessary steps to avoid frozen pipes during freezing temperatures.
- 18 Must paint areas as directed by the Principal.
- 19 Must empty lunchroom trash cans daily at times designated by Principal.
- 20 Must at the times designated by Principal assure each restroom is checked and the following is done; pick up any paper or trash on floor, in lavatories or urinals; clean any writing off walls or stalls; place toilet paper in the toilet paper holders; replace deodorizers as needed and remove gum from floors or walls.
- 21 Must each day every restroom should be swept and wet mopped with cleaner/disinfectant; mirrors cleaned; lavatories, commodes and urinal cleaned and disinfected at the time specified by the Principal.
- 22 Must perform any other custodial duties the Administration deems necessary.

Summer Duties to Include:

1. Must strip and wax floors according to guidelines established by LPSB.
2. Must pressure wash school building..
3. Must perform duties as assigned by Principal or Principal's designee.

JOB INFORMATION:

Position: Custodian 240 day/ 195 day
 (8 hour) (2 – 8 hour)
Duration: 240 days or 195 days
Frequency/
Duration of breaks: As needed - site decision
Compensation: Monthly – See Salary Schedule approved by the LPPS Board
Overtime: NOT AVAILABLE - without approval-non exempt employee
Benefits: Medical and Retirement if full time
Vacation: 240 day only
Department/Division: Custodial
Supervisor: Principal at assigned school site

QUALIFICATIONS/REQUIREMENTS:

Age/Language: Must be at least eighteen (18) years of age
Education: H.S graduate or GED
License/Certificate: Site decision
Legal: Must pass criminal background check
Computer Skills: Not Applicable
Experience: Not Applicable
Training: Not Applicable
Job Rotations: Determined by site supervisor
Equipment: As needed.
Machines/
Tools/
Equipment Used: As needed
Sensory
Requirements: Talking, Hearing, Smelling, Near/Far/ Midrange Vision, Depth Perception, Color and Peripheral Vision
Other: Staff development as needed, determined by site supervisor.

Signature: _____
 **I hereby acknowledge and accept the job description as the duties that are expected of me.

Date: _____

Employee
Number: _____

PHYSICAL REQUIREMENTS

In an eight (8) hour workday, employee is required to:

Key to Frequency: Never (0%); Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 10LBS					X	
LIGHT 10-25LBS				X		
MEDIUM 25 -50LBS	X					NEVER ALONE
HEAVY 50 -100LBS	X					NEVER ALONE
VERY HEAVY 100+LBS	X					NEVER ALONE
Standing					X	
Sitting	X					
Walking					X	
Lifting				X		
Carrying			X			
Pushing				X		
Pulling				X		
Climbing			X			
Balancing					X	
Bending					X	
Stooping					X	
Talking				X		
Kneeling				X		
Crouching					X	
Crawling			X			
Reaching					X	
Fingering					X	
Feeling					X	
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity					X	
Depth Perception					X	
Color Vision			X			
Field of Vision					X	

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINUOUS	COMMENTS
EXPOSURE (DUST, FUMES)		X		
EXPOSURE (EXTREME HEAT/COLD)		X		
UNEVEN TERRAIN		X		
HEIGHTS		X		
OTHER (SPECIFY)				

Additional Comments: _____

Revised '12
Livingston Parish Public Schools
Job Description

Title: *Business Manager*

Qualifications: Bachelor's Degree with a minimum of 24 hours in business related courses, or CPA licensed in Louisiana or Master's Degree in public or business administration, three (3) years' experience or training in business administration. Must acquire certified Louisiana School Business Administrator Certification by LASBO within seven (7) years of hire date or CPA license.

Evaluator: Superintendent/Designee

Job Goal: To plan, organize, develop, implement, administer, and evaluate fiscal policies, projects, and programs for the School Board.

Performance Responsibilities:

1. Prepares and administers financial affairs of the School Board including accounting for all funds, accounting and reporting procedures, and long range planning.
2. Prepares and administers the annual budget.
3. Develops and recommends policies of the management of the district's real estate and insurance program.
4. Plans, implements, and supervises the fiscal aspects of the state's supporting services, e.g. property services, transportation, purchasing, food services, and business services.
5. Develops policies designed to maintain effective district-community relations, interprets the financial concerns of the district to the community, state, and federal agencies.
6. Initiates correspondence reflecting policies of the district's fiscal activities.
7. Prepares for appropriate authorities periodic reports relating to fiscal activities and maintains records.
8. Serves as payroll officer for the School Board.
9. Approves purchases of all supplies, materials, and equipment in keeping with the budget.
10. Arranges for internal auditing of accounts consistent with Board policies, state and federal guidelines.
11. Develops guidelines for maintenance of an up-to-date inventory system of school property.
12. Supervises duties of assigned personnel.
13. Serves as advisor to the Superintendent and School Board on all questions relating to the business and financial affairs of the Board.
14. Plans and maintains a continuous internal auditing program for all funds.
15. Prepares reports for the proper staff officials concerning the status of budgetary accounts to minimize overspending of a budgeted account.
16. Plans and conducts in-serve training programs for management and financial officer personnel.
17. Purchases by competitive bidding, informal quotations, and negotiations, items of supply and equipment for the operation of the district.
18. Supervises the preparation of documents, including notice to bidders, instruction to bidders, specifications, and forms of proposal.
19. Monitors purchase requisitions to determine correctness of information, price extensions, coding information, etc.
20. Develops and maintains appropriate records, e.g., vendors, contracts, real estate title, abstracts, bidder's lists, and similar data.
21. Recommends procedures for the conduct of School Board bond and tax elections in accordance with the law.
22. Determines, in association with appropriate authority, percentage of mileage for tax base.
23. Completes Professional Growth Plan and Self-Evaluation.
24. Performs the duties as assigned by appropriate authority.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Assistant Business Manager*

Qualifications:

- (1) Has a bachelor's degree in accounting, business administration, or a related field from an accredited university or college.
- (2) Has ability to effectively use written and oral communication.
- (3) Has ability to plan, organize, and work accurately within established guidelines.

Evaluator: Business Manager

Job Goal: Perform primary job assignments, such as: Purchasing, Payroll, Account Payable, Internal Auditing, Accounting, etc., and assist the Business Manager in the use of sound fiscal practices and in accordance with generally accepted governmental accounting standards.

Performance Responsibilities:

1. Conducts those primary job assignments as directed by the Superintendent of Schools and/or the Designee, in an effective, efficient, honest and timely manner.
2. Assists the Business Manager in preparing and implementing budgets of the Parish School System.
3. Assists the Business Manager in providing monthly accounting of all income and expenditures.
4. Assists in preparation of all financial reports.
5. Assists the Business Manager in the projection of revenue and expenditures, preparation of prospectus for bond sales, management of short term investments portfolio, and the like.
6. Audits and assists in the accounting and billing for all special programs.
7. Maintains a chart of accounts for the computer program.
8. Supervises all accounting functions.
9. Is responsible for understanding, operating and performing duties in all positions of the business department; being knowledgeable to perform these duties if needed in emergency situations.
10. Completes Professional Growth Plan.
11. Performs other duties and task deemed appropriate by the Superintendent and Business Manager.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Accountant (Acting Assistant Business Manager)*

Qualifications: (1) Has a bachelor's degree in accounting, business administration, or a related field from an accredited university or college.
(4) Has ability to effectively use written and oral communication.
(5) Has ability to plan, organize, and work accurately within established guidelines.

Evaluator: Business Manager

Job Goal: To implement the accounting procedures of the parish school system, in order to insure that the system derives education dividends from the expenditure of school dollars.

Performance Responsibilities:

1. Assists the Business Manager in preparing and implementing budgets of the Parish School System.
2. Assists the Business Manager in providing monthly accounting of all income and expenditures.
3. Prepares all financial reports.
4. Assists the Business Manager in the projection of revenue and expenditures, preparation of prospectus for bond sales, management of short term investments portfolio, and the like.
5. Audits and assists in the accounting and billing for all special programs such as Special Education, 8(g) monies, Chapter 1, Chapter 2, etc.
6. Maintains a chart of accounts for the computer program.
7. Supervises all accounting functions.
8. Supervises the accounting, documentation and reporting procedures of all activities for the School Food Service Department.
9. Maintains the Insurance and Risk Management Programs for the System.
10. Completes Professional Growth Plan.
11. Performs other duties and task deemed appropriate by the Superintendent.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of professional personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Accountant*

Qualifications: Has a bachelor's degree in accounting or business administration.

Evaluator: Business Manager

Job Goal: To assist the Business Manager in administering the business affairs of the School System.

Performance Responsibilities:

1. Assists the Business Manager in performing all accounting functions.
2. Maintains accurate accounting, documentation and reporting procedures of all activities and accounting procedures for the School Food Service Department.
3. Manages the school system's student, auto, property and general liability insurance programs.
4. Reconciles all bank accounts maintained by the school system.
5. Maintains daily record of cash flow.
6. Prepares bank deposits.
7. Completes Professional Growth Plan.
8. Performs other duties and tasks deemed appropriate by the Superintendent.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Internal Auditor*

Qualifications

- (1) Has a bachelor's degree in accounting, business administration, or a related field from an accredited university or college.
- (2) Has ability to effectively use written and oral communication.
- (3) Has ability to meet established guidelines and work accurately.
- (4) Has ability to prepare written audit reports.

Evaluator: Business Manager

Job Goal: To insure effective administration of the business affairs to, provide the best educational services with the financial resources available, to ensure honesty in the transactions of financial affairs, to develop and conduct internal audits to examine and evaluate the adequacy and effectiveness of the school system of internal control, to report to the Superintendent of Schools and/or the Designee audit findings and recommendations for correction or improvement in policies and procedures.

Performance Responsibilities:

1. Conducts those tasks and assignments as directed by the Superintendent of Schools and/or the Designee, in an effective, efficient, honest and timely manner.
2. Conducts audits of all schools' financial records once every three years.
3. Examines financial documents, records and accounts to determine whether transactions are proper, whether transactions have been properly recorded, and whether statements drawn from accounts properly reflect the result of financial operations and financial status. Develops new accounting procedures as necessary.
4. Works with the school secretaries and administrators in maintaining accurate accounting operations.
5. Collects information and prepares annual statistical report.
6. Assists the Business Manager in fixed assets inventory and year-end closeouts.
7. Is responsible for understanding, operating and performing duties in all positions of the business department; being knowledgeable to perform these duties if needed in emergency situations.
8. Conduct training of school principals and/or secretaries in proper accounting, reporting and control procedures and operating policies annually.
9. Assists principals and/or secretaries in setting up and maintaining financial record keeping systems.
10. Attends principals' meetings, as needed, to yield updates on change in auditing procedures.
11. Submits written reports to the Superintendent of Schools and/or Designee on all audits or other occurrences. Reports will include the scope of the examination, all discrepancies, and recommendations to correct each discrepancy.
12. Makes recommendations to improve the operational effectiveness and efficiency of the school system.
13. Serves as liaison between all outside auditing personnel and the School Board.
14. Maintains continuous in house auditing program and procedures for all funds.
15. Is responsible for the records room.
16. Is responsible for the maintenance of bonds and Coupons.
17. Completes Professional Growth Plan.
18. Performs other duties and tasks deemed appropriate by the Superintendent.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Purchasing Agent*

Qualifications As established by the Livingston Parish School Board.

Evaluator: Superintendent/Assistant Superintendent

Job Goal: To purchase in a cost effective manner items necessary for the operation of the School System.

Performance Responsibilities:

1. Purchases items necessary for the operation of the School System.
2. Prepares, processes and tabulates bids.
3. Distributes to and bills schools for custodial and school supplies.
4. Maintains all necessary records concerning student and paper allotments.
5. Works with accounts payable to assure proper payment of invoices.
6. Completes Professional Growth Plan.
7. Performs other duties assigned by the Superintendent.

Terms of Employment: 240 Day Year.
Salary Range: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated annually by the Superintendent or Assistant Superintendent.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Warehouse Manager*

Qualifications: High School Diploma or Equivalent five (5) years Warehouse Experience

Evaluator: Superintendent/Designee

Job Goal: To manage all aspects of the shipment and receipt of merchandise, to monitor pesticide distribution and guidelines.

Performance Responsibilities:

1. Ensures merchandise is shipped, distributed or received in an efficient manner.
2. Assures the health, safety, cleanliness and security of the work environment and takes responsibility for the security of the building and stock.
3. Keeps warehouse inventory on hand, up-to-date and plans for future requirements.
4. Prepares distribution documents and maintains the receipt of merchandise in the LPPS System's software program.
5. Trains custodial staff (parish-wide) on the proper use of equipment and procedures.
6. Monitors the performance and progress of warehouse according to their established work schedules.
7. Communicates with other departments, staff and vendors.
8. Oversees the tagging of new equipment purchases to ensure accuracy in the LPPS System's Fixed Assets Program.
9. Maintains the upkeep of vehicles, machinery and equipment used by the warehouse and central office custodial staff.
10. Plans for the bidding and upkeep of the LPPS System's fire extinguishers.
11. Supervises all aspects of the purchase, storage, distribution and application of pesticides.
12. Motivates, organizes and encourages teamwork within the workforce to ensure departmental goals and objectives are met.
13. Performs the duties as assigned by the superintendent.

Terms of Employment: 240 Day Year.
Salary Range: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated annually by the Superintendent/Designee.

Signature: _____ Date: _____
 **I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

Title: Warehouseman and Truck Driver

Qualifications: High School Diploma or GED equivalent; two (2) years Warehouse Experience preferred; must have or obtain a LA commercial driver's license (CDL); must be physically able to lift heavy objects

Evaluator: Superintendent/Designee; Textbook Supervisor

Job Goal:

Responsibilities:

1. Load the delivery truck for textbook and library deliveries to LPPS schools
2. Help pull textbook orders
3. Complete packing slips for all textbook orders
4. Make daily deliveries to LPPS schools
5. Make sure delivery receipts are signed by the person accepting the delivery and bring signed delivery receipt back to the Textbooks and Library office
6. Pick up textbooks and other materials from LPPS schools and School Book Supply Depository
7. Assist in keeping the textbook delivery truck and van clean and in full operating condition
8. Assist in maintaining the upkeep of machinery and equipment used by the textbook warehouse
9. Help keep the textbook warehouse clean and organized
10. Help shelve and keep textbooks, workbooks, etc. organized
11. Deliver visually impaired textbooks (big books) and Braille equipment to base school (school that houses the textbooks (big books) and equipment)
12. Pick up old textbooks from LPPS schools
13. Take old textbooks, workbooks, etc. to Denham Springs warehouse
14. Coordinate pick up of old textbooks by textbook recycle company
15. Any other duties assigned by the Superintendent and/or Textbook Supervisor

Terms of Employment: 240 days per year

Salary Schedule: See salary schedule as established by LPPS board-non exempt employee

Evaluation: Performance of this job will be evaluated annually by Superintendent/Designee

I hereby acknowledge and accept the job description as the duties that are expected of me.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me

Employee Number _____

PHYSICAL REQUIREMENTS

In an eight (8) hour workday, employee is required to:

Key to Frequency: Never (0%); Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 10LBS					X	
LIGHT 10-25LBS				X		
MEDIUM 25 -50LBS			X			
HEAVY 50 -100LBS	X					NEVER ALONE
VERY HEAVY 100+LBS	X					NEVER ALONE
Standing					X	
Sitting	X					
Walking					X	
Lifting				X		
Carrying			X			
Pushing				X		
Pulling				X		
Climbing			X			
Balancing					X	
Bending					X	
Stooping					X	
Talking				X		
Kneeling				X		
Crouching					X	
Crawling			X			
Reaching					X	
Fingering					X	
Feeling					X	
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity					X	
Depth Perception					X	
Color Vision			X			
Field of Vision					X	

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINUOUS	COMMENTS
EXPOSURE (DUST, FUMES)		X		
EXPOSURE (EXTREME HEAT/COLD)		X		
UNEVEN TERRAIN		X		
HEIGHTS		X		
OTHER (SPECIFY)				

Additional Comments: _____

**Livingston Parish Public Schools
Job Description**

Title: *Fixed Asset Controller*

Qualifications:

1. High School Diploma or equivalent
2. Strong analytical and reconciliation skills
3. Strong verbal communications skills and the ability to interact with school personnel
4. Excellent data entry skills
5. Minimum of four (4) years' experience in fixed asset tracking, preferably in the public sector
6. Possess the ability to understand how fixed asset processes are affected by other business processes

Evaluator: Business Manager

Job Goal: Responsible for creating and maintaining asset records, processing asset transfers, processing asset retirements, and resolving fixed asset related inquiries and related research requests.

Performance Responsibilities:

1. Setup and maintain asset records in the system's MUNIS software application.
2. Review asset records for completeness.
3. Process asset transfers or integrate from asset tracking systems (BMI Asset Tracking.)
4. Process asset retirements as needed.
5. Research and resolve asset inquiries from school personnel.
6. Development of procedures and reports to facilitate overall system improvement or ongoing system enhancement opportunities.
7. Insure that all new assets are tagged and added in MUNIS.
8. Perform periodic inventory audits at all School System locations for accuracy.
9. Provide schools with fixed asset reports annually or as needed.
10. Performs other duties and tasks deemed appropriate by the Business Manager.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated annually by the Business Manager.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: Risk Management Coordinator

Qualifications:

1. Has an associate's or bachelor's degree in a business related curriculum from an accredited university or college.
2. Has a minimum of five (5) years' experience in insurance claims administration.
3. Has knowledge of insurance laws and regulations, i.e. worker's compensation, etc.
4. Has excellent verbal communication skills and the ability to interact with school personnel.
5. Has strong knowledge of risk management analysis and decision-making.

Evaluator: Business Manager

Job Goal: To commit to providing a safer workplace for the employees and safer facilities for the students of Livingston Parish Public Schools and to evaluate and process claims in a manner that is cost efficient to the system.

Performance Responsibilities:

1. Risk Management Plan
 - a. Program coordination
 - b. Develop written policies and procedures designed to enhance safety within the school system
 - c. Analyze risk associated with employee and student activities
 - d. Various other aspects of risk management
2. Disaster Recovery Plan
 - a. Assist with disaster recovery and reporting efforts
 - b. FEMA contact person
3. School System Insurance/Claims
 - a. Work with insurance consultant on renewal of all insurance policies
 - b. Ensure the district is in compliance with all applicable laws and regulations
 - c. Process worker's compensation, liability, property, auto and student accident claims, including by not limited to:
 - i. Determine compensability on new incidents
 - ii. Obtain recorded statements of claimants and witnesses
 - iii. Approve/schedule medical treatment and pre-certifications
 - iv. Maintain contact with claimant and medical providers
 - v. Pursue recovery from third parties when subrogation is applicable
 - vi. Maintain direct contact with schools regarding injured worker's status
 - vii. Report to excess carrier and requests reimbursement when applicable
 - viii. Report and obtain reimbursement from second injury fund when applicable
 - ix. Facilitate post-employment questionnaire
 - x. Re-price medical bills according to the Medical Reimbursement Schedule
4. Perform other duties and tasks deemed appropriate by the Business Manager

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated annually by the Business Manager.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Sales Tax Director*

Qualifications To be established by the Board.

Evaluator: Superintendent/Designee

Job Goal: To maintain current and accurate records and provide for efficient operation of the sales tax office so that the school system can obtain maximum benefits from sales tax revenues.

Performance Responsibilities:

1. Directs the sales tax division and supervises the clerical and field work of its personnel.
2. Directs processing of applications for registration certificates for new businesses.
3. Initiates procedures against delinquent taxpayers, including but not limited to, the filing of lawsuits.
4. Performs such accounting duties as is necessary for efficient collection of all sales taxes levied in Livingston Parish.
5. Directs processing of sales tax division forms and delinquency notices.
6. Directs and makes frequent field inspections in order to enroll new businesses and transitory operations which may have a sales or use tax liability.
7. Prepares such reports as are necessary to inform the School Board, contracted agencies and the general public as to tax collection data and processes.
8. Attends tax seminars, studies existing sales tax laws and proposed tax legislation and keeps abreast of court decisions which affect rules, regulations, administration and collection of sales/use taxes.
9. Completes Professional Growth Plan.
10. Performs other duties assigned by the Superintendent.

Terms of Employment: 240 Day Year.
Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Senior Auditor/Assistant Director of Sales Tax Division*

Classification Professional – Level 1.50 – 1.60

Qualifications (1) Degree in accounting or business administration with a major in accounting or equivalent, and a minimum of four years' experience in field of sales and use tax auditing.
(2) Possess high level of competence in communication (oral and written), human relations and tax research skills.

13. Such alternatives to the above qualifications as the Board may deem appropriate and

Evaluator: Director of Sales Tax Department

Job Goal: To perform audits which are very complex in nature; assign cases to junior field auditors for examination; review cases audited for deficiencies; and enforce compliance in accordance with provisions set forth in the Livingston Parish School Board Tax Ordinance, as amended.

Performance Responsibilities:

1. Review scope of business of taxpayers and examine taxpayer files and determine what cases should be selected for audits in accordance with established criteria.
2. Review taxpayers that have not been audited during the last three years where prior audits reflected a large deficiency and select for audit on open periods.
3. Review follow-up leads from various sources and determine whether a detailed audit is warranted.
4. Review cases that have been selected for audit and assign to junior auditors for examination of deficiencies.
5. Review assigned cases with junior field auditors and discuss the issues that need to be classified and what changes should be made.
6. All audits will be conducted in accordance with accepted accounting principles and established audit policies.
7. At the conclusion of an audit the findings are discussed with the taxpayer and/or the taxpayer representative where an agreement between the examining agent could not be reached.
8. Request for refund by a taxpayer is reviewed and a determination is made whether an office or field audit should be made before a refund is granted or case assigned.
9. Review tax situations where application of the tax laws was changed by court decisions or amendment for additional information in order to render an opinion or decision and advise taxpayers accordingly.
10. Whenever tax revenues are in jeopardy, taxpayer (out-of-state contractors, manufacturers, dealers, corporate dissolutions, etc.) are screened to determine what legal steps, through legal counsel, should be made.
11. Make court appearances when necessary.
12. Attend various meetings and seminars relative to change in tax statues.
13. Review junior field auditors' case load, monitor audits in progress, and submit production reports.
14. Performs any other duties which may be assigned.

Terms of Employment: 240 Day Year. Renewal based on successful performance.

Salary Range: Commensurate with approved classification and pay plan.-exempt employee

Evaluation: Performance of this job will be evaluated annually by the Director of Sales Tax in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Approved By: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Reviewed and Agreed To By: _____ Date: _____

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Field Auditor—Compliance*

Qualifications (1) Has degree in accounting or in business with a minimum of eighteen (18) hours of accounting.
(2) Has minimum of three years' experience in either tax work or accounting preferred.

Evaluator: Director of Sales Tax Department

Job Goal: To perform, under supervision, audits of an elementary nature and assist other division personnel in areas determined by director. Audit work to be consistent with audit manual procedures and subject to review prior to assessment stage. To reduce delinquency rate by visits to delinquent vendors and collection of taxes. To enhance the efficiency of the division by assisting where needed.

Performance Responsibilities:

1. Conducts examination of taxpayer records as assigned by director. Assignments require travel in auditor's own vehicle.
2. Reviews "Requests for Refund" and makes recommendations to director as to further action required.
3. Prepares monthly production reports.
4. Conducts examinations in accordance with established audit procedures.
5. Discusses all examination matters with senior audit personnel.
6. Makes court appearances as necessary on any matter involving the examinations of taxpayer records.
7. Maintains the confidentiality provisions under state law concerning the release of information obtained through the review and/or examination of taxpayer records.
8. Locates and registers vendors for sales tax collection purposes.
9. Makes collections from delinquent vendors.
10. Educates and assists vendors in understanding their sales tax responsibility and liability for proper reporting.
11. Processes mail, posts to computer, microfilms records and files.
12. Completes Professional Growth Plan.
13. Performs other duties as assigned.

Terms of Employment: 240 Day Year. Renewal based on successful performance.
Salary Range: Commensurate with approved classification and pay plan.-non exempt employee

Evaluation: Performance of this job will be evaluated annually by the Director of Sales Tax in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Field Auditor—1*

Qualifications (1) Has degree in accounting or in business with a minimum of eighteen (18) hours of accounting.
(2) Has minimum of three years' experience in either tax work or accounting preferred.

Evaluator: Director of Sales Tax Department

Job Goal: To perform audits of various taxpayers' records in an effort to determine the degree of compliance with existing local tax ordinances and/or record any deficiencies so noted during the course of the audit.

Performance Responsibilities:

1. Examines records of taxpayers for deficiencies as assigned by Director.
2. Prepares essential working papers to support tax deficiencies.
3. Prepares monthly production reports.
4. Discusses all pertinent audit matter with Senior Auditor or Director.
5. Reviews audits with Senior Auditor or Director prior to making final assessment.
6. Conducts all audits in accordance with accepted accounting principles and established audit policies.
7. Makes court appearances as necessary on any matter involving field examination of taxpayer records.
8. Attends various meetings and seminars relative to changes in tax statutes.
9. Insures equitable distribution of tax proceeds derived from examination.
10. Participates in in-service training.
11. Completes Professional Growth Plan.
12. Performs other duties as may be assigned.

Terms of Employment: 240 Day Year. Renewal based on successful performance.
Salary Schedule: Commensurate with approved classification and pay plan.-non exempt employee

Evaluation: Performance of this job will be evaluated annually by the Director of Sales Tax in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Maintenance Supervisor*

Qualifications: As established by the Livingston Parish School Board

Evaluator: Superintendent/Designee

Job Goal: To ensure proper maintenance of Parish Facilities.

Performance Responsibilities:

1. Functions as the School Board representative for all facilities maintenance operations.
2. Responsible for the administration and direction of the Facilities Maintenance staff including the Maintenance Foreman's office and staff.
3. Coordinates facilities repair and maintenance with all school within Livingston Parish.
4. Maintains A-CAD files for all schools.
5. Prepares reports as required by the School Board and Superintendent.
6. Coordinates with contractors for renovations and repairs required by the schools.
7. Coordinates with contactors for renovations and repairs required by the schools.
8. Performs inspections of facilities for safety, maintenance and up keep of facilities.
9. Recommends proposals for improvement to facilities, procedures, and programs for the efficient operation and accomplishment of Facilities Maintenance goals.
10. Performs other duties as may be requested by the School Board, Committees or Superintendent.

Terms of Employment: 240 Day Year.
Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Maintenance Foreman*

Qualifications: High school graduate with five (5) years of practical experience in a broad field of building maintenance, equipment maintenance, and construction, with the ability to read and understand blueprints. General knowledge of most other maintenance trades and ability to prepare and follow written instruction.

Evaluator: Maintenance Supervisor

Job Goal: To provide emergency services in a timely manner and to provide maintenance workers on a priority basis.

Performance Responsibilities:

1. Supervises all building maintenance.
2. Receives and prioritizes all maintenance work orders.
3. Issues work orders to crafts on a priority basis.
4. Attends Board meetings if requested.
5. Organizes and orders maintenance supplies for craft assigned.
6. Tracks stock inventory and keep updated.
7. Maintains maintenance fleet for craft assigned.
8. Evaluates assigned maintenance employees annually.
9. Works closely with the Business Manager in financial planning of maintenance activities.
10. Inspects maintenance projects during progress and upon completion.
11. Interviews applicants for new positions and promotions.
12. Aids the Supervisor in review and preparation of annual maintenance budgets.
13. Fills in for the Maintenance Supervisor when directed to do so.
14. Coordinates with the other Foreman and Supervisor to satisfactorily complete work.
15. Performs other duties as assigned by the Maintenance Supervisor.
16. Completes Professional Growth Plan.
17. Performs other duties as assigned by the Maintenance Supervisor.

Terms of Employment: 240 Day Year.
Salary Range: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Maintenance Director*

Qualifications: As established by the Livingston Parish School Board Members

Evaluator: Superintendent/Designee

Job Goal: To organize, manage, and prioritize work orders, manpower, and contract work in the Maintenance Department. To assist with planning, developing, and previewing maintenance projects.

Performance Responsibilities:

1. Work orders are to be organized by district to allow for efficient utilization of the workforce
2. Oversee the day to day progress of the personnel in his/her department by following up on work order assignments.
3. Work orders and contract work are to be prioritized according to the immediate needs or requirements mandated by law, and/or date of submission. Student welfare is always the utmost priority
4. Make decisions regarding in determining emergencies and overtime involving his/her maintenance department
5. Has direct contact with all personnel in the maintenance department and distributes manpower in order of priority
6. Receive quotes for capital projects as delegated by the Superintendent/Designee. Insure certificates of insurance, license, or bonding as required by policy for each project
7. Review and evaluate all drawings, plans, and specifications for the architectural/mechanical requirements for capital and renovation projects administered by the maintenance department and provides input for improvements
8. Conduct inspections of all mechanical/architectural items including design phase for aforementioned projects
9. Recommends educational training for construction management team to promote Quality and Safety
10. Coordinate structural installation with Assistant Maintenance Director
11. Review architectural requirements of "as built" drawings
12. Coordinates warranty issues with Facilities Management Director/New Construction
13. This position requires that the aforementioned duties be conducted in a safe, timely, and cost effective manner. Position has been deemed a management position
14. Oversees and evaluates all personnel in the Maintenance Department
15. Involved in preparing status reports and approves payment request from Architect/Contractor before Superintendent/Designee final approval
16. Conducts site visits on all new construction and capital projects, with direct contact with Board Members on said projects
17. Coordinate mold, asbestos, and other abatement issues for building maintenance and capital projects where a "Licensed Design Professional" has not been hired
18. Oversees Assistant Director/New Construction
19. Involved in all phases of New Construction
20. Performs other duties as assigned by the Superintendent/Designee

Terms of Employment: 240 Day Year.
Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Maintenance Director: Signature _____ Employee#: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

**Livingston Parish Public Schools
Job Description**

Title: *Assistant Maintenance Director: Mechanical/Architectural Division*

Qualifications: As established by the Livingston Parish School Board

Evaluator: Maintenance Director

Job Goal: To organize, manage, and prioritize work orders, manpower, and contract work in the respective division. Any additional duties are assigned by the Maintenance Director on an as needed basis.

Performance Responsibilities:

1. Work orders are to be organized by district to allow for efficient utilization of the workforce.
2. Oversee the day-to-day progress of the personnel in his/her respective division by following up on work order assignments.
3. Work orders and contract work are to be prioritized according to the immediate needs or requirements mandated by law, and/or date of submission. Student welfare is always the utmost priority.
4. Assist Maintenance Director in determining emergencies and overtime involving his/her division.
5. Has direct contact with all personnel in his/her respective division. Distributes manpower in order of priority as deemed by the Maintenance Director.
6. Receive quotes and confers with the Maintenance Director to determine contractor level of involvement as well as bid confirmation. Insure certificates of insurance, license, or bonding as required by policy for each project.
7. Review and evaluate all drawings, plans, and specifications for the mechanical requirements for capital and renovation projects administered by the maintenance department and provide input for improvement.
8. Conduct inspections of mechanical items for capital and renovation projects including the design phase for the aforementioned projects.
9. Keep Maintenance Director informed of mechanical work in progress and evaluate time-frame progression.
10. Coordinate mechanical/architectural installation with Maintenance Director: Mechanical/Architectural Division.
11. Review mechanical requirements of "as built" drawings.
12. Coordinate warranty issues with Facilities Management Director/New Construction.
13. This position requires that the aforementioned duties be conducted in a safe, timely, and cost effective manner. Position has been deemed a management position. Follows strict directions of the Maintenance Director. Instruction, work-load, and time schedule is determined by the Maintenance Director.
14. Performs other tasks as assigned by the Maintenance Director.

Terms of Employment: 240 Day Year.
Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Assistant Maintenance Director Signature: _____ Employee #: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

**Livingston Parish Public Schools
Job Description**

Title: *Facilities Analyst/Technical Draftsman*

Qualifications: Criteria as established by the Livingston Parish School Board

Evaluator: Maintenance Director

Performance Responsibilities:

1. Analyze all drawings and specifications for maintenance, new construction, and renovation projects.
2. Analyze and compare drawing and documents prior to bidding/quoting when provided by others.
3. Generates technical drawings and specifications not requiring a professional of record.
4. Submit all drawings and specifications to State fire Marshall's Office for permit procurement. Make necessary adjustments for maintenance, construction, and renovation projects to these drawings.
5. Assists and serves as Board Liaison on all State Fire Marshall inspections. Address all issues with the State Fire Marshall's office for maintenance, new construction, and renovation projects not involving an architect.
6. Insure that all drawings are maintained through current revisions, addendums, and change orders and recorded and filed for general observation by district.
7. Consult and assist the Maintenance Director and New Construction Management Team on all matters concerning the design phase of all construction and renovation projects.
8. Performs cost analysis on all phases of construction involving fire and life safety apparatus and other areas assigned by Maintenance Director.
9. Procures and maintains all "as built" drawings and specs at completion of accepted projects including all addendums/change orders as approve by the Board.
10. Provides analysis for Life Safety, Department of Health, and State Fire Marshall's office issues through school site visits and inspections. All reports kept on file.
11. Become familiar with all construction phases.
12. Verify and map on computer all utilities of each school site and provide to contractors, professionals of record, and or safety inspectors.
13. Provides and assists with input for construction team concerning "punch list" items by attending "walk-through inspections" in all construction phases and insures completion of "punch list" items on each site with Director/Assistant Director.
14. Organize in-services for department personnel pursuing additional licenses, mandated training updates, and/or education for present craft levels.
15. Follows strict directions of the Maintenance Director. Instruction, workload, and time schedule is determined by the Maintenance Director.
16. Assist Office Coordinator with work orders as needed.
17. Performs other tasks as assigned by the Maintenance Director.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated by the Superintendent/Designee

Facilities Analysis and Technical Draftsman Signature _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee # _____ Date: _____

**Livingston Parish Public Schools
Job Description**

Title: *Office Coordinator for Maintenance and New Construction*

Qualifications: Criteria established by the Livingston Parish School Board.

Evaluator: Maintenance Director

Performance Responsibilities:

1. Position requires prioritizing incoming maintenance calls, being emergency certified for natural gas, and managing/coordinating office procedural operations for maintenance and new construction.
2. Maintains recording system for new construction and maintenance department including repairs for School Food Service, Energy Management Division and Maintenance calls.
3. Coordinates and records work orders and construction documents for each district and prepares computer reports and requisitions for each.
4. Maintains software program for work orders and construction documents for each district and prepares computer reports and requisitions for each.
5. Assigns daily purchase orders and insures proper billing of small purchase items to appropriate account/district.
6. Maintains daily assignment log for each department as to location of each employee at all times.
7. Maintains records and submits forms for annual leave, sick leave, comp time, and verifies time for all personnel in this department with assistant directors and/or director.
8. Enters into maintenance facilities program and dispenses work requests to foremen in their respective divisions. These requests include man-hours, status, stock, direct purchased items, and all pertinent information to perform work on each request for each school district
9. Produces expenditures for each school district for Maintenance Director, school board members, and School Food Service Supervisor that denotes all labor and materials for monthly expenditure report.
10. Responsible for recording outsourced supplies and contractor services for each school district.
11. Maintains abatement and wastewater treatment files.
12. Insures all maintenance and construction documents are signed and recorded with appropriate agency and copies sent to all parties concerned.
13. Insures all school personnel, department personnel, and utility personnel are notified during emergency shut-down and/or potential emergency precautions prior to named storms or sub-freezing temperature.
14. Office liaison between the Maintenance and New Construction Departments and vendors.
15. Office liaison between Maintenance Director/New Construction and professionals of record pertaining to securing documents involving construction and renovation projects.
16. Office liaison between Maintenance and New Construction Departments relating to payroll, accounting, purchasing or Board Secretary.
17. This position requires that the aforementioned duties be conducted in a safe, timely, and cost effective manner. This employee follows strict directions of the Maintenance Director and/or in his absence the Assistant Director. Instruction, work-load, and time schedule is to be determined by the Maintenance Director and or in their absence the Assistant Director(s).
18. Other task as assigned by the Maintenance Director.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated by the Superintendent/Designee.

Office Coordinator for Maintenance and New Construction Signature _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee # _____ Date: _____

**Livingston Parish Public Schools
Job Description**

Title: *Assistant Maintenance Director/New Construction*

Qualifications: As Determined by the Board.

Evaluator: Maintenance Director

Job Goal: To administer a Quality New Construction Department.

Performance Responsibilities:

1. Copy on file for each Project Site:
 - a. Proof of Adequate Insurance/Bond for Designer/Contractor on capital projects administered by this position not requiring a "Licensed Design Professional"
 - b. List of all licensed "Licensed Design Professional" used on required projects.
 - c. Verifies through "Licensed Design Professional" copies of all permits required before each construction phase that requires said documentation
 - d. Obtains from "Licensed Design Professional" all inspection reports required by Manufacturer/Fire Marshall during and at completion of each project with summary report pending Board approval
 - e. Copy of each addendum/change order and payment application of each project along with as-built drawings prior to Board approval.
2. Functions as Board Representative for all new construction projects and selected capital projects requested and approved by this position as requested by Board Members in individual districts. Works in conjunction with Office Coordinator and Draftsman
3. Works in conjunction with sales tax department to serve as school board contact for contractors seeking tax exempt status as per Board guidelines
4. Determines all calculations for custodial allotment for all schools and facilities for Livingston Parish Public Schools using criteria established and notifies Supervisor of Human Resource
5. Prepares project status on projects in individual districts monthly and when requested by board member
6. Coordinate with Superintendent/Designee, Contractors, and Management Team expectations for each project and the department
7. Recommends best practice proposals for superintendent/Designee for construction concerns in each district
8. Recommends educational training for construction management team to promote Quality and Safety.
9. Coordinate Asbestos, mold or other abatement issues through "Licensed Design Professional" when required for projects
10. Reviews budget concerning construction and designed capital projects. Revises same upon Board approval through the Superintendent/Designee
11. Oversees warranty issues for duration of contractor's warranty period
12. Attends scheduled construction meetings, fire Marshal walk-through, and inspections.
13. Performs other Duties as requested by the Superintendent/Designee.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ Employee# _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Livingston Parish Public Schools
Job Description

Title: *Director of the Livingston Parish Literacy/Technology Center*

Qualifications: (1) Masters of Education in Supervision or Administration
(2) EDL Level 1 **or equivalent**

Evaluator: Superintendent, Assistant Superintendent, or Designee

Job Goal: To use leadership, supervisory, and administrative skills to promote the educational development of each student that participates in the literacy and technology center programs.

Performance Responsibilities:

1. Has knowledge of Performance Expectations and Indicators for Educational Leaders.
 - VII. School Vision
 - a. Sets ambitious, data-driven goals and a vision for achievement; invests teacher, students, and other stakeholders in that vision.
 - VIII. School Culture
 - a. Facilitates collaboration between teams of teachers
 - b. Provides opportunities for professional growth and develops a pipeline of teacher leaders.
 - c. Creates and upholds systems which result in a safe and orderly school environment.
 - III. Instruction
 - a. Observes teachers and provides feedback on instruction regularly.
 - b. Ensures teachers set clear, measurable objectives aligned to the Common Core.
 - c. Ensures teachers use assessments reflective of Common Core rigor.
2. Has knowledge of the Louisiana Components of Effective Teaching.
3. Serves under the immediate direction of the Superintendent/Designee and is responsible for the organization, administration, and supervision of the Literacy/Technology instructional programs.
4. Sets high expectations and performance standards that are consistent with school and district goals.
5. Identifies and analyzes relevant information and consults appropriate central office personnel before making curriculum or program decisions or committing resources.
6. Seeks out new and innovative grants to compliment and improve curriculum at the Livingston Parish Literacy and Technology Center for the Literacy/Technology School Program within the school system guidelines.
7. Identifies areas of instructional and program development through analysis of student needs and collaboration with appropriate central office personnel and/or school principals.
8. Annual observation and evaluation for instructional and non-instructional personnel.
9. Develops, monitors and evaluates job assignments of all staff.
10. Recruits, selects, and assigns appropriately certified personnel for the effective delivery of the Literacy/Technology Program in conjunction with the Supervisor of Human Resources.
11. Coordinates effective facility use with Southeastern Louisiana University personnel for all Literacy Center activities.
12. Elicits participation in decision making and cultivates leadership in others.
13. Facilitates group processes and effectively manages conflict.
14. Plans and prepares an appropriate budget and manages funds effectively. Request and receive approval from appropriate central office personnel prior to committing any funds or resources.
15. Implements Literacy/Technology Program within the confines of BESE, legislative, and district goals and policies.
16. Creates, implements, monitors and adjusts as needed the Literacy/Technology Program master schedule.
17. Develops and implements effective discipline and attendance policies consistent with Bulletin #741 and district guidelines for the Literacy/Technology Program.
18. Organizes, collaborates and provides timely notification to home-base school principals concerning co-curricular activities or other information needed to ensure a successful program.
19. Maintains a visible presence in the school.
20. Plans and supervises fire drills and emergency preparedness program.
21. Develops, implements, and maintains a crisis management plan.
22. Develops and implements an annual school improvement plan—which includes all components of the school improvement plan model—for the Literacy/Technology Program.
23. Completes a Professional Growth Plan.
24. Performs other duties as assigned by the Superintendent.

Terms of Employment: 240 Days Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Competencies and Performance Standards will be used for Principal Evaluation in conjunction with measures of student academic growth.

Employee Signature

Date

Employee #

**I hereby acknowledge and accept the job description as the duties that are expected of me.

**Livingston Parish Public Schools
Job Description**

Title: *Assistant Director of the Livingston Parish Literacy/Technology Center*
Qualifications: (1) Masters of Education in Supervision or Administration
 (2) EDL Level 1 or **equivalent**
Evaluator: Director of the Livingston Parish Literacy/Technology Center
Job Goal: To use leadership, supervisory, and administrative skills to promote the educational development of each student that participates in the literacy and technology center programs.

Performance Responsibilities:

1. Has knowledge of Performance Expectations and Indicators for Educational Leaders.
 - I. School Vision
 - a. Sets ambitious, data-driven goals and a vision for achievement; invests teacher, students, and other stakeholders in that vision.
 - II. School Culture
 - a. Facilitates collaboration between teams of teachers
 - b. Provides opportunities for professional growth and develops a pipeline of teacher leaders.
 - c. Creates and upholds systems which result in a safe and orderly school environment.
 - III. Instruction
 - a. Observes teachers and provides feedback on instruction regularly.
 - b. Ensures teachers set clear, measurable objectives aligned to the Common Core.
 - c. Ensures teachers use assessments reflective of Common Core rigor.
 2. Has knowledge of the Louisiana Components of Effective Teaching.
 3. Serves under the immediate direction of the Director of the Livingston Parish Literacy/Technology Center and is responsible for the organization, administration, and supervision of the Literacy/Technology instructional programs.
 4. Sets high expectations and performance standards that are consistent with school and district goals.
 5. Identifies and analyzes relevant information and consults appropriate central office personnel before making curriculum or program decisions or committing resources.
 6. Seeks out new and innovative grants to compliment and improve curriculum at the Livingston Parish Literacy and Technology Center for the Literacy/Technology School Program within the school system guidelines.
 7. Identifies areas of instructional and program development through analysis of student needs and collaboration with appropriate central office personnel and/or school principals.
 8. Annual observation and evaluation for instructional and non-instructional personnel.
 9. Develops, monitors and evaluates job assignments of all staff.
 10. Recruits, selects, and assigns appropriately certified personnel for the effective delivery of the Literacy/Technology Program in conjunction with the Supervisor of Human Resources.
 11. Coordinates effective facility use with Southeastern Louisiana University personnel for all Literacy Center activities.
 12. Elicits participation in decision making and cultivates leadership in others.
 13. Facilitates group processes and effectively manages conflict.
 14. Plans and prepares an appropriate budget and manages funds effectively. Request and receive approval from appropriate central office personnel prior to committing any funds or resources.
 15. Implements Literacy/Technology Program within the confines of BESE, legislative, and district goals and policies.
 16. Creates, implements, monitors and adjusts as needed the Literacy/Technology Program master schedule.
 17. Develops and implements effective discipline and attendance policies consistent with Bulletin #741 and district guidelines for the Literacy/Technology Program.
 18. Organizes, collaborates and provides timely notification to home-base school principals concerning co-curricular activities or other information needed to ensure a successful program.
 19. Maintains a visible presence in the school.
 20. Plans and supervises fire drills and emergency preparedness program.
 21. Develops, implements, and maintains a crisis management plan.
 22. Develops and implements an annual school improvement plan—which includes all components of the school improvement plan model—for the Literacy/Technology Program.
 23. Completes a Professional Growth Plan.
 24. Performs other duties as assigned by the Building Director.
- Terms of Employment:** 240 Day Year.
Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee
Evaluation: Competencies and Performance Standards will be used for Principal Evaluation in conjunction with measures of student academic growth.

Employee Signature

Date

Employee #

**I hereby acknowledge and accept the job description as the duties that are expected of me.

**Livingston Parish Public Schools
Job Description**

Title: *Drill Instructor*

Qualifications: (1) Education/Certification—High School Diploma
(2) Extensive experience as a drill instructor
(3) Additional criteria as established by the School District

Evaluator: Principal

Job Goal: To provide systematic, well-planned drill instruction to students at the Alternative School.

Performance Responsibilities:

1. Supervises the behavior of students before school starts, at class change during the lunch period(s) and after school.
2. Supervises and instructs students in marching drills and other physical activities as appropriate.
3. Supervises students during work details.
4. Escorts students to lunch, office, class, etc.
5. Develops and implements strategies to strengthen students' social skills and their utilization of school-appropriate behavior.
6. Provides mentoring to assist students with their overall personal and social development.
7. Monitors hallways and classrooms during class time.
8. Provides courteous and prompt service to all internal and external customers including students, parents, co-workers, etc. Schedules and/or attends conferences with parents. Prioritizes and addresses requests and assignments in a professional manner to develop cooperative relationships and to ensure that students and employee records confidentially is assured.
9. Identifies opportunities and recommends methods to improve service, work processes and financial performance, e.g. expense management. Assists in the implantation of quality improvement initiatives.
10. Assists co-workers in the completion of tasks and assignments to ensure continuity of service. Orients new co-workers and actively supports teamwork throughout the school district.
11. Performs other duties as required.

Terms of Employment: 182 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Director of Technology*

Qualifications:

1. Valid Louisiana Certificate and hold a minimum of Master Degree in Education.
2. Minimum of five (5) years classroom teaching experience.
3. Desired Certifications—Educational Technology Leader and Educational Technology Facilitator.
4. Desired qualifications:
 - a. Demonstrate knowledge in networks and systems design and in managing information technology and telecommunications services.
 - b. Demonstrate competence and experience in current technologies including data, voice and video communications.
 - c. Demonstrate knowledge, competence, and research skills in all aspects of current and emerging district level information technology and telecommunications management.

Oversees: Networking Support Staff, MIS Department, Technology Training and Grants Coordinators, and Print Shop Department.

Evaluator: Superintendent/Designee

Job Goal: To develop, implement, monitor, and evaluate a technology program that promotes quality use of technology for educational excellence and provides a comprehensive and integrated program of information technology for the school system.

Performance Responsibilities:

1. Work with Network Support, Information Systems, Print Shop, and Training Grants coordinators to:
 - a. Provide leadership for short and long-range planning for all technology initiatives.
 - b. Provide leadership in identifying hardware and software purchases, ensuring that they are consistent with the school system instructional technology plan and state technology guidelines.
 - c. Work in collaboration with district administrators, school principals, curriculum staff, IT staff, technology coordinators and other members of technology council, to develop, implement, evaluate, and update the District Technology Plan.
 - d. Promote technology integration at the school and district level.
 - e. Coordinate district-wide implementation, utilization, and maintenance of all network components.
 - f. Coordinates the research and acquisition of alternative funding sources to support the district Technology Plan.
 - g. Work in collaboration with Construction Supervisor and Architects to provide appropriate infrastructure to support District Technology Plan in new renovated facilities.
 - h. Provide software, computing, network, and programming services in support of the district's administrative management activities.
 - i. Develop and monitor, departmental budget and assist in preparing the annual budget for technology.
 - j. Establish standard policies and procedures affecting the use and maintenance of the communication and data infrastructure.
 - k. Maintain and consistently update the District Technology Plan including five (5)-year projections and budget requirements.
 - l. Serve as liaison to other departments/divisions.
 - m. Coordinate all related vendor negotiations and monitor vendor contracts.
2. Maintain knowledge and skills in emerging technologies by reviewing current developments, literature and technical sources of information related to job responsibility and make recommendations as to their use to address district priorities.
3. Coordinate all aspects of Federal Erate Program.
4. Perform other duties as assigned by the Superintendent/Designee.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually by the Superintendent/Designee.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Director of Management Information Systems*

Qualifications

- (1) College Degree in Computer Science, Information Systems or Equivalent work experience.
- (2) Minimum of five (5) years' experience in data processing, two (2) years of which must have been spent as a manager or assistant manager of a management information systems or data processing operation.
- (3) Familiarity with hardware and software similar to that of the school system is desirable.

Evaluator: Director of Technology

Job Goal: To plan, organize, develop, implement, administer, and evaluate all management information systems and data processing systems and services for the School Board.

Performance Responsibilities:

1. Assists Director of Technology in directing the administration and coordination of the district's technology program.
2. Assists Director of Technology in planning and implementation of department goals and objectives.
3. Manages daily operations of the School District's Information Systems:
 - a. Formulates and implements goals, policies, standards and procedures for collecting, maintaining and reporting district data.
 - b. Develops implements and monitors security policy for information and data systems.
 - c. Organizes, directs and coordinates automated data processing service including system analysis, programming and computer operations.
 - d. Reports to appropriate administrative personnel on the progress of information processing development projects.
4. Ensures that the school system's data collection and reporting capabilities are compatible with all mandated Federal-level and State-level data collection and reporting systems and requirements.
5. Direct responsibility as the SIS/MFP Coordinator to the Louisiana Department of Education and other Federal programs ensuring accurate reporting of all students.
6. Evaluates new technical developments in computing technology and assesses such developments in light of the evolving needs, plans, and objectives of the school system.
7. Supervises the personnel within the MIS department.
 - a. Coordinates duties of assigned personnel.
 - b. Assigns work to and supervises programming department personnel.
 - c. Performs annual evaluation of programming department personnel.
8. Serves as a member of any information processing steering committee that is established.
9. Represents the school system at all required Federal and State level data processing coordination meetings.
10. Performs other duties and assumes such other responsibilities as the Director of Technology or the Superintendent may assign.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Local Area Network (LAN) Manager*

Qualifications

- (1) Minimum three (3) years' experience in computer repair and maintenance.
- (2) Desired Certifications: A+, CAN (Certified Novel Associate); MCP (Microsoft Certified Professional) or Equivalent work experience (will work to obtain missing industry certifications during first two (2) years).

Evaluator: Director of Technology/Designee

Job Goal: To support the technology program at the school level.

Performance Responsibilities:

1. Assists WAN manager in the implementation and support of the Districts Technology Program.
2. Supports, troubleshoots, and maintains the Local Area Network and computer technologies at the assigned schools which includes but is not limited to:
 - a. Installing and configuring desktop computer systems.
 - b. Installing software on servers.
 - c. Installing, configuring and maintaining computer hardware and/or software to accommodate school needs.
 - d. Troubleshooting and replacing switches when necessary.
 - e. Maintaining switch inventory for schools.
 - f. Running network wiring when needed.
3. Uses work-order program to organize and facilitate computer repair and maintenance:
 - a. Follow sign-in procedure at schools.
 - b. Notify technology coordinator of work done.
 - c. Maintain accurate records of computer repairs through work order program.
4. Performs such other tasks and assumes such other responsibilities as the WAN manager or Director of Technology may assign.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Wide Area Network Manager*

Qualifications

- (1) Bachelor's Degree or work equivalent.
- (2) Three (3)-- four (4) years' experience with all aspects of micro computing, wide and local area networks, network topologies, operating systems, protocols, and data communication designs.
- (3) Certifications: CNE (Certified Novell Engineer); CCNA (Certified Cisco Networking Associate); MCSE (Microsoft Certified Systems Engineer) or equivalent work experience (will work to obtain missing industry certifications during first two (2) years).

Evaluator: Director of Technology/Designee

Job Goal: To maintain, develop and support all parish Local Area Networks and the Wide Area Network

Performance Responsibilities:

1. Assists the Director of Technology in the design, implementation and support of the Districts technology program.
2. Performs a variety of system administration duties, either directly or through others to ensure the districts computer systems are operational at all times.
3. Provides, supports, troubleshoots, and maintains district computers technologies either directly or through others, including but not limited to:
 - a. Installation of all network systems.
 - b. Testing of all network systems.
 - c. Installation, maintenance, and upgrade of Network Operating Systems, email system, and other systems as needed.
 - d. Installation, configuration and maintenance of computer hardware and/or software to accommodate district needs.
 - e. Router and Switch installation and configuration.
 - f. Network and User security.
 - g. Backups.
 - h. Anti-virus solutions.
 - i. Content filtering.
4. Assists the Director of Technology in:
 - a. The creating and maintaining documentation for the district's network including design, passwords, purpose.
 - b. Researching and evaluating new technologies which improve performance, provide service and/or reduces costs.
 - c. Developing policies and procedures for network implementation, integration and use.
5. Performs such other tasks and assumes such other responsibilities as the Director of Technology or the Superintendent may assign.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Helpdesk/LAN Manager*

Qualifications (1) Minimum three (3) years' experience in computer helpdesk or computer repair and maintenance.
(2) Desired Certifications: A+, CAN (Certified Novell Associate); MCP (Microsoft Certified Professional) or equivalent work experience (will work to obtain missing industry certifications during first two (2) years).

Evaluator: Director of Technology/Designee

Job Goal: To maintain, develop and support all parish Local Area Networks and the Wide Area Network

Performance Responsibilities:

1. Assist the WAN manager in the implementation and support of the Districts technology program.
2. Support, troubleshoot, and maintain district computer technologies through remote access and telephone support and other duties which includes but is not limited to:
 - a. Provide first line of support for school technology program via email and voice mail.
 - b. Work with technology coordinators to solve software and hardware problems remotely.
 - c. Enter calls in the Work Order program including detailed information.
 - d. Order non-warranty repair parts and maintaining parts inventory.
 - e. Create and maintain network user accounts and email user accounts and group distribution lists.
 - f. Maintain accurate records.
3. Performs such other tasks and assumes such other responsibilities as assigned.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as approved by the LPPS Board-non exempt employee

Evaluation: Performance of this job will be evaluated annually by the Technology Director/Designee

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Programmer Analysis*

1. **Qualifications** Bachelor's Degree, preferably in computer science or a related field.
2. Minimum of ten (10) years' experience in data processing, three (3) years of which must have been spent as an analyst programmer within a management information systems or data processing center.
3. Demonstrated systems analysis and programming skills in a variety of applications areas, and effective oral and written communications skills.
4. Familiarity with software similar to that of the school system is desired.
5. Such alternatives to the above qualification as the Director of Management Information Systems may find acceptable and appropriate.

Evaluator: Director of Management Information Systems

Supervises: Assigned Personnel

Job Goal: Advanced system designer to develop and maintain mission critical online computer systems to include design, programming, and implementation of complex applications systems.

Performance Responsibilities:

1. Conducts meeting with users and determines needs assessment, draft project/system specifications. Evaluates request from users, determines feasibility to include cost analyst, and general impact upon existing systems.
2. Prepares system design using industry standard flowcharts. Codes, compiles, debugs and test new systems for performance and usability.
3. Conducts work flow analysis for school board departments. Suggest programming recommendation for computer automation.
4. Responsible for maintaining existing production systems for payroll, accounting, budgets, purchase orders, sales tax, property accounting, accounts payable and student census. Identifies and resolves programming problems.
5. Analyzes and evaluates recommendations for single or multiple projects relating to computer operations and their overall impact to the computer system.
6. Defines database elements, structures database, codes and compiles definitions and descriptions into a data dictionary to include all screen development to be used by all school board users.
7. Writes user manuals and run books for all production systems. Documents job flow for all programs.
8. Conducts training classes for all users in the use of programs execution, customer screens, and parameters. Provides users additional training in resolving problems and questions in the operation of the system.
9. Provides technical advice to less experienced personnel.
10. Creates and customizes computer reports requested by the various School Board Departments, State Department of Education, and Federal agencies.
11. Meets with MIS staff of the State Department of Education to review, evaluate and to put into effect proposed changes requested or mandated by the State of Louisiana.
12. Assist the Director of Management Information Systems in the analysis of school systems programs and work processes to recommend potential opportunities for computerization and potential opportunities for improving school system efficiency and effectiveness via revisions in procedures, forms, data acquisition methods and report formats.
13. Assist the Director of Management Information Systems in evaluating new technical developments in computing technology and assesses such developments in light of the evolving needs, plans, and objectives of the school system.
14. Acts as the delegated representative of the Director of Management Information Systems.
15. Performs other duties assigned by the Superintendent.

Terms of Employment: 240) Day Year.

Salary Range: See Salary Schedule as approved by the LPPS Board-non exempt employee

Evaluation: Performance of this job will be evaluated annually by the Superintendent or Assistant Superintendent.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Technology Coordinator*

Qualifications: (1) Certified teacher with a minimum of five (5) years teaching experience.
(2) Master's Degree from an accredited college or university preferably in Technology.
(3) Holds a certification in Technology Facilitator or Technology Leadership.

Evaluator: Director of Technology or Designee

Job Goal: To coordinate and implement the Instructional Technology Program.

Performance Responsibilities:

1. Assist Director of Technology in direction and the administration and coordination of the district's technology program.
2. Assist Director of Technology in planning and implementing department goals and objectives.
3. Works with curriculum department and administrators to help implement the district's curriculum which includes instructional technology.
4. Assist in the planning and development of an effective Technology Training Program
 - a. Design and Deliver technology rich-curriculum based training program
 - b. Schedule Professional Development for Teachers and support staff
 - c. Maintain Records of Training
 - d. Assist teachers in the design, integration, and evaluation of instructional technologies into the curriculum.
 - e. Demonstrate current knowledge of district instructional technology standards.
 - f. Provide one-on-one, "just in time" training and support for teachers in the school.
 - g. Participate in ongoing technology training and integration of instructional technologies in the curriculum.
 - h. Act as a liaison between central office and the schools to ensure effective communication regarding instructional technology issues.
 - i. Assist school staff in planning, coordinating, and implementing the school and district plans for instructional technology.
5. Maintain the parish web site.
 - a. Coordinate the development and maintenance of the department web pages.
6. Assist the department in finding and writing grants for technology equipment and training.
 - a. Assist in Administering Grant Programs for the Technology Department
 - b. Assist in Managing Budgets for Grants and completing all required reports and inventory information.
7. Completes professional Growth Plan.
8. Performs such other tasks and assumes such other responsibilities as the Director of Technology or designee may assign.

Terms of Employment: 212 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Network Administrator*

Qualifications:

- (1) Bachelor's Degree or work equivalent
- (2) Three (3)—four (4) years' experience with all aspects of micro computing, wide and local area networks, network topologies, operating systems, protocols, and data communication designs.
- (3) Classifications: CNE (Required-Certified Novell Engineer); CCNA (Certified Cisco Networking Associate); MCSE (Microsoft Certified Systems Engineer) or equivalent work experience (will work to obtain missing industry certifications during first two (2) years).

Evaluator: Director of Technology

Job Goal: Manages, maintains, develops and support all parish Local Area Networks and the Wide Area Network.

Performance Responsibilities:

1. Assist Director of Technology in the design, implementation and support of the Districts technology program.
2. Perform a variety of system administration duties, either directly or through others to ensure the districts computer systems are operational at all times.
3. Provide, support, troubleshoot, and maintain district computers technologies either directly or through others, including but not limited to:
 - a. Installation, testing and performance monitoring of all network systems.
 - b. Installation, maintenance, and upgrade of Network Operating Systems, content filtering, antivirus, email system, and other systems as needed.
 - c. Installation, configuration and maintenance of computer hardware and/or software to accommodate district needs.
 - d. Plan and coordinate Router and Switch installation and configuration and diagnostics.
 - e. Network and User security.
 - f. Design Backup system and ensure system backup.
 - g. Continued Implementation of Zen works and imaging.
4. Assist Technology director in:
 - a. The creation and maintenance of documentation for the districts network including design, passwords, purpose.
 - b. Researching and evaluating new technologies which improve performance, provide services and/or reduces costs.
 - c. Developing policies and procedures for network implementation, integration and use.
5. Coordinates assignments of department personnel with prioritization procedures.
6. Performs such other task and assumes such other responsibilities as the Director of Technology or the Superintendent may assign.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated annually by the Director of Technology.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Wide Area Network Support Specialist—Network Level*

Qualifications: (1) Bachelor's Degree or work equivalent
(4) Three (3)—four (4) years' experience with all aspects of micro computing, wide and local area networks, network topologies, operating systems, protocols, and data communication designs.
(3) Certifications Required: CCNA (Certified Cisco Networking Associate)
(4) Certifications Desired: Current CAN(Certified Netware Administrator), MCP (Microsoft Certified Professional) or equivalent work experience (will work to obtain missing industry certifications during first two (2) years).

Evaluator: Director of Technology/Designee

Job Goal: Maintains, develops and supports all parish Local Area Networks and the Wide Area Network.

Performance Responsibilities:

1. Assist Director of Technology/Designee in the design, implementation and support of the Districts technology program.
2. Install, maintain and support Local-area network (LAN), Wide-area network (WAN), network segment, Internet, or intranet system.
3. Maintain network hardware and software, analyze problems, and monitor network to ensure its availability to system users.
4. Perform a variety of system administration duties in troubleshooting, support, and maintenance of district computers technologies including by not limited to:
 - a. Installation, testing and performance monitoring of all network systems.
 - b. Installation and configuration and Management of wireless LAN applications within the school/central office environments.
 - c. Plan and coordinate Router and Switch installation and configuration and diagnostics.
 - d. Implementation of Wireless LAN security, authentication, and use.
5. Assist Network Administrator in:
 - a. The creation and maintenance of documentation for the districts network, wireless researching and evaluating new technologies which improve performance, provide services and/or reduces costs.
 - b. Developing policies and procedures for network implementation, integration and use.
 - c. Accurate asset management records of network level equipment (switches, routers, firewall, access points, etc.)
6. Assist the Network Administrator as a special project coordinator for system Operations.
7. Performs such other task and assumes such other responsibilities as the Director of Technology or the Network Administrator may assign.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated annually by the Director of Technology/Designee.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Network Support Specialist—Servers and Applications*

Qualifications:

- (1) Three (3) years' experience with all aspects of micro computing, wide and local area networks, network topologies, operating systems, server install, support, backups and Zen works Imaging.
- (2) Certifications Required: CNE (Certified Novell Engineer) or other server certification.
- (3) Certifications Desired: MCSE (Microsoft Certified System Engineer), MCP—Server, Linux or other CCNA (Certified Cisco Networking Associate); or equivalent work experience (will work to obtain missing industry certifications during first two (2) years).

Evaluator: Director of Technology/Designee

Job Goal: Installs, maintains and supports all parish all phases of server operations.

Performance Responsibilities:

1. Assist Director of Technology/Designee in the design, implementation and support of the Districts technology program.
2. Install, support, troubleshoot, and maintain district computers technologies including but not limited to:
 - a. Installation, testing and performance monitoring of all network servers.
 - b. Installation, maintenance, and upgrade of Server and application software.
 - c. Monitoring and maintenance of log-in scripts and user rights.
 - d. Maintenance of back-up system and ensure system backups are operating correctly and ensure on-going data restoration capabilities.
 - e. Installation and testing of new software and client updates.
3. Assist Network Administrator in:
 - f. The creation and maintenance of documentation for the districts server including design, passwords, purpose.
 - g. Continued implementation of Zen works and imaging.
 - h. Maintaining server and desktop updates, patches, and antivirus.
4. Assist the Network Administrator as a special project coordinator for system operations.
5. Performs such other task and assumes such other responsibilities as the Director of Technology or the Network Administrators may assign.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated annually by the Director of Technology/Designee.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

Livingston Parish Public Schools
Job Description

Title: Instructional Technology Facilitator

Qualifications: 1. Certified teacher with a minimum of five (5) years teaching experience.
2. Master's Degree from an accredited college or university preferably in Technology.

Evaluator: Director of Technology or Designee

Job Goal: To coordinate and implement the Instructional Technology Program

Performance Responsibilities:

1. Assist Director of Technology in direction and the administration of the district's technology plan.
2. Assist Director of Technology in planning and implementing department goals and objectives.
3. Work with curriculum department and administrators to help implement the district's curriculum which includes technology enhanced instruction.
4. Assist in the planning and development of an effective Technology Training Program
 - a. Assist teachers in the design, integration, and evaluation of instructional technologies into the curriculum.
 - b. Demonstrate current knowledge of district instructional technology standards.
 - c. Provide one-on-one, "just in time" training and support for teachers in the school.
 - d. Participate in ongoing technology training and integration of instructional technologies in the curriculum.
 - e. Act as a liaison between central office and the schools to ensure effective communication regarding instructional technology issues.
 - f. Assist school staff in planning, coordinating, and implementing the school and district plans for instructional technology.
 - g. Work with the principal and school leadership team to provide access to technology resources and services of the technology facilitator at point of need.
5. Coordinate with district curriculum staff to facilitate district communication as it relates to technology enhanced instruction.
6. Investigate and disseminate information on best practices for technology enhanced instruction, sources of information, emerging instructional trends, research and applications related to technology use in the school program.
7. Coordinate with school staff on the selection of technology equipment and related materials for instructional applications.
8. Completes Professional Growth Plan
9. Performs such other tasks and assumes such other responsibilities as the Director of Technology or designee may assign.

Terms of Employment: 212 Day Year

Salary Range: See Salary Schedule as established by the LPPS Board
Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.-exempt employee

PHYSICAL REQUIREMENTS

In an eight (8) hour workday, employee is required to:

Key to Frequency: Never (0%); Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 0LBS				X		
LIGHT 10-25LBS				X		
MEDIUM 25 -50LBS	X					NEVER ALONE
HEAVY 50 -100LBS	X					NEVRE ALONE
VERY HEAVY 100+LBS	X					NEVRE ALONE
Standing					X	
Sitting		X				
Walking		X			X	
Lifting				X		
Carrying				X		
Pushing				X		
Pulling				X		
Climbing		X				
Balancing					X	
Bending				X		
Stooping				X		
Talking				X		
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching				X		
Fingering				X		
Feeling					X	
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity				X		
Depth Perception					X	
Color Vision				X		
Field of Vision				X		

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINOUS	COMMENTS
EXPOSURE (DUST, FUMES)			X	
EXPOSURE (EXTREME HEAT/COLD)		X		DRASTIC TEMPERATURE CHANGES ENTERING AND EXITING FREEZERS
UNEVEN TERRAIN	X			
HEIGHTS	X			
OTHER (SPECIFY)			X	CONTACT WITH WATER, DETERGENTS, SANITIZERS, WORKING WITH LARGE COMMERCIAL COOKING EQUIPMENT

Additional Comments: _____

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Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Print Shop Manager*

Qualifications: Three (3) years' experience in managing a medium to large in-house Print Shop.

Evaluator: Business Manager

Job Goal: To plan, organize, develop, implement, support, and maintain all projects and needs within the Livingston Parish Public Schools Printing Department.

Performance Responsibilities:

1. Operates and/or trains part-time/full-time employees on the use of technology for producing, re-producing, and /or imaging equipment used for copy/print.
2. Review/revise production schedules maximizing equipment, time, and labor.
3. Responsible for procedures involving print work orders, billing, and maintaining clear and accurate records.
4. Responsible for communication between, among schools, departments, and personnel relating to print shop activities.
5. Responsible for obtaining adequate training involved that enhances Print Shop Department.
6. Responsible for recommendations/plans to maximize department potential.
7. Develop/promotes positive relationships involving Print Shop Department.
8. Responsible for parish purchasing procedures involving Print Shop Department and for staying abreast of latest technology in the department.
9. Responsible for inventory of equipment/materials used in Print Shop Department and works with vendors to ensure delivery, set-up, and shipping.
10. Responsible for verifying accuracy of work, timeliness, etc. with the creator of the job.
11. Supervises work of part-time/full-time employees in department.
12. Responsible for establishing "safe" working environment.
13. Responsible for having a working knowledge and a technical understanding of the needs of the Department.
14. Responsible for on-line form management system to expedite printing needs and to review/revise annually.
15. Responsible for digital storing of scanned documents.
16. Operates a computer system to produce documents for retrieval by scanner for file storage. Retrieves and maintains scanned documents for digital storage.
17. Works with administrators to help obtain the most cost effective method of printing/copying.
18. Performs such other task and assumes such other responsibilities as the Director of Technology or the designee may assign.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated annually by the Superintendent/Designee.

Title: *Program Development Coordinator*

- Qualifications:**
1. Holds a valid Type A Louisiana Teacher's Certificate
 2. Holds a Master's Degree from an accredited college or university
 3. Has a minimum of 10 years teaching experience in the field of special education and/or Pupil Appraisal
 4. Holds certification in an area of special education
 5. Has knowledge of laws, practices, and procedures utilized in 504, Special Education, evaluations, SBLC, IEP development, and IEP implementation

Evaluator: Supervisor/Director of Special Education

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

I.	Planning and Preparation	1c.	Setting Instructional Outcomes
II.	The Classroom Environment	2c.	Managing Classroom Procedures
III.	Instruction	3b.	Questioning and discussion Techniques
		3c.	Engaging Students in Learning
		3d.	Using Assessment in Instruction
2. Serves as liaison between the Special Education Department and the Supervisor/Director of Special Education.
3. Attends IEP/504 meetings as directed by the Supervisor/Director of Special Education.
4. Works in conjunction with IEP Facilitators to implement special education rules and regulations associated with state and federal laws.
5. Serves as a resource person to assist teachers, principals, counselors, and other school personnel in matters pertaining to special education.
6. Observes and provides feedback to special education teachers as assigned by the Supervisor/Director of Special Education.
7. Observes, evaluates, develops schedules, and acts as CO Contact for itinerant special education personnel including: AdPE, AT, OT, PT, HI, VI, hearing interpreters.
8. Works in conjunction with the IEP Facilitators to implement the ESY program.
9. Notifies IEP Facilitators and PA Coordinator of monthly compliance reports; monitors list for compliance.
10. Assists with special education programming and projects (i.e., reports, records, academic and population data, disproportionality, etc.).
11. Performs other duties as assigned by the Supervisor/Director of Special Education.
12. Completes Professional Growth Plan.

Terms of employment: 240 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provision of the Board's policy on Evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number: _____

Statement of Assurance

A statement of assurance shall be signed by the superintendent and a representative of the governing body of the LPPSS. The statement of assurance includes a statement that the LPPSS personnel evaluation programs shall be implemented as written. The original Statement of Assurance shall be signed and dated by the LPPSS superintendent and by the representative of the governing body of the School Board. The LDOE that the LPPSS submit the statement of assurance prior to the opening of each school year.

PHYSICAL REQUIREMENTS

In an eight (8) hour workday, employee is required to:

Key to Frequency: Never (0%); Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 0LBS				X		
LIGHT 10-25LBS				X		
MEDIUM 25 -50LBS	X					NEVRE ALONE
HEAVY 50 -100LBS	X					NEVRE ALONE
VERY HEAVY 100+LBS	X					NEVRE ALONE
Standing					X	
Sitting		X				
Walking		X			X	
Lifting				X		
Carrying				X		
Pushing				X		
Pulling				X		
Climbing		X				
Balancing					X	
Bending				X		
Stooping				X		
Talking				X		
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching				X		
Fingering				X		
Feeling					X	
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity				X		
Depth Perception					X	
Color Vision				X		
Field of Vision				X		

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINOUS	COMMENTS
EXPOSURE (DUST, FUMES)			X	
EXPOSURE (EXTREME HEAT/COLD)		X		DRASTIC TEMPERATURE CHANGES ENTERING AND EXITING FREEZERS
UNEVEN TERRAIN	X			
HEIGHTS	X			
OTHER (SPECIFY)			X	CONTACT WITH WATER, DETERGENTS, SANITIZERS, WORKING WITH LARGE COMMERCIAL COOKING EQUIPMENT

Additional Comments: _____

Title: *Special Education Project Coordinator*

- Qualifications:**
1. Holds a valid Type A Louisiana Teacher's Certificate
 2. Holds a Master's Degree from an accredited college or university
 3. Has a minimum of 10 years teaching experience in the field of special education and/or Pupil Appraisal
 4. Holds certification in an area of special education
 5. Has knowledge of laws, practices, and procedures utilized in 504, Special Education, evaluations, SBLC, IEP development, and IEP implementation

Evaluator: Supervisor/Director of Special Education

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.

IV. Planning and Preparation	1c. Setting Instructional Outcomes
V. The Classroom Environment	2c. Managing Classroom Procedures
VI. Instruction	3b. Questioning and discussion Techniques
	3c. Engaging Students in Learning
	3d. Using Assessment in Instruction
1. Serves as liaison between the Special Education Department and the Supervisor/Director of Special Education.
2. Serves as liaison between Pupil Appraisal Coordinator and the Director of Special Education.
3. Provides guidance to special education teachers in improving services to students.
4. Observes and provides feedback to special education teachers as assigned by the Supervisor/Director of Special Education.
5. Develops, plans, and provides leadership in the development of special education Programs.
6. Coordinates and oversees staffing needs and projections for the district in the areas of special education.
7. Develops long range planning processes based on student data, federal and state legislation, personnel, and budget.
8. Recommends procedures and develops projects which affect special education.
9. Collaborate with the Director of Special Education in defining goals and objectives, data interpretation, and administration of the special education department.
10. Performs other duties as assigned by the Supervisor/Director of Special Education.
11. Completes Professional Growth Plan.

Terms of employment: 240 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provision of the Board's policy on Evaluation of Administrative Personnel.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number: _____

Statement of Assurance

A statement of assurance shall be signed by the superintendent and a representative of the governing body of the LPPSS. The statement of assurance includes a statement that the LPPSS personnel evaluation programs shall be implemented as written. The original Statement of Assurance shall be signed and dated by the LPPSS superintendent and by the representative of the governing body of the School Board. The LDOE that the LPPSS submit the statement of assurance prior to the opening of each school year.

PHYSICAL REQUIREMENTS

In an eight (8) hour workday, employee is required to:

Key to Frequency: Never (0%); Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 0LBS				X		
LIGHT 10-25LBS				X		
MEDIUM 25 -50LBS	X					NEVRE ALONE
HEAVY 50 -100LBS	X					NEVRE ALONE
VERY HEAVY 100+LBS	X					NEVRE ALONE
Standing					X	
Sitting		X				
Walking		X			X	
Lifting				X		
Carrying				X		
Pushing				X		
Pulling				X		
Climbing		X				
Balancing					X	
Bending				X		
Stooping				X		
Talking				X		
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching				X		
Fingering				X		
Feeling					X	
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity				X		
Depth Perception					X	
Color Vision				X		
Field of Vision				X		

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINOUS	COMMENTS
EXPOSURE (DUST, FUMES)			X	
EXPOSURE (EXTREME HEAT/COLD)		X		DRASTIC TEMPERATURE CHANGES ENTERING AND EXITING FREEZERS
UNEVEN TERRAIN	X			
HEIGHTS	X			
OTHER (SPECIFY)			X	CONTACT WITH WATER, DETERGENTS, SANITIZERS, WORKING WITH LARGE COMMERCIAL COOKING EQUIPMENT

Additional Comments: _____

Title: Secretary -10 months-non-exempt employee

EVALUATOR: Principal

SUMMARY

Working under the direction of the principal, types various documents, reports and letters, greets school visitors, receives the principal's calls, files office correspondence, handles school insurance for students and faculty, orders and issues supplies and maintains school faculty and activity calendars.

PERFORMANCE RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned. These examples are intended only as illustrations of the various types of work performed. Actual work assignment may vary from school to school depending on the number of office personnel and the directions of the school principal.

- Reads and routes incoming mail.
- Maintain the absence report for school employees.
- Locates and attaches appropriate file to correspondence to be answered by employer.
- Files correspondence and other records.
- Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
- Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person.
- Make copies of correspondence or other printed matter.
- Prepares outgoing mail.
- Handles the principal's incoming correspondence, takes dictation and types the principal's outgoing correspondence.
- Compiles and types information for various state, board and school reports.
- Prepares school accident reports.
- Distributes insurance material to students and faculty, keeps a supply of claim forms and issues them when necessary and contacts insurance company or school board when necessary.
- Assists with miscellaneous office duties, such as student scheduling, new personnel orientation and processing request for teacher professional and emergency days.
- Maintains school calendar.
- Ability to command the respect and liking of students.
- Ability to hold records, reports and conversations in confidence.
- Pleasant and correct telephone manner.
- Legible handwriting.
- Ability and initiative to plan, organize and carry out assignments under minimum supervision.
- Ability to maintain regular attendance.
- Neat, well groomed, and appropriately dressed appearance.
- Performs other related duties as required or assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate with supervisor and other employees.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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. While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee is occasionally required to walk and talk or hear.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

PROFESSIONAL CONDUCT

Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to LPPS policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Employee Name: _____ SSN: _____ - _____ - _____
(Type or Print)

Employee Signature

PHYSICAL REQUIREMENTS

In an eight (8) hour workday, employee is required to:

Key to Frequency: Never (0%);Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 10LBS				X		
LIGHT 10-25LBS			X			
MEDIUM 25 -50LBS	X					
HEAVY 50 -100LBS	X					
VERY HEAVY 100+LBS	X					
Standing						INTERMITTENT
Sitting					X	
Walking			X			
Lifting			X			
Carrying				X		
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Bending			X			
Stooping		X				
Talking					X	
Kneeling	X					
Crouching			X			
Crawling	X					
Reaching				X		
Fingering				X		
Reaching			X			
Feeling			X			
Hearing					X	
Near Acuity			X			
Far Acuity Far Acuity			X			
Depth Perception			X			
Color Vision			X			
Field of Vision			X			

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINUOUS	COMMENTS
EXPOSURE (DUST, FUMES)	X			
EXPOSURE (EXTREME HEAT/COLD)	X			
UNEVEN TERRAIN	X			
HEIGHTS	X			
OTHER (SPECIFY)	X			

Livingston Parish Public Schools Job Description

Job Title: Bookkeeper – School-non exempt employee

Evaluator: Principal

SUMMARY

Keeps records of financial transactions for establishment by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

Verifies, allocates, and posts details of transactions to subsidiary accounts in journals or computer files from documents such as sales slips, invoices, receipts, check stubs, and computer printouts. Reconciles and balances accounts. Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of the school. Neat, well groomed, appropriately dressed appearance. Performs other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

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 administrators and other employees of the district.

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 bar graphs.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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.

While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects or controls. The employee must occasionally lift or move light weight.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

PROFESSIONAL CONDUCT

Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to LPPS policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

CHAIN OF SUPERVISION

School Principal

TERMS OF EMPLOYMENT

10 month

Employee Name: _____

(Type or Print)

Employee Signature

PHYSICAL REQUIREMENTS

In an eight (8) hour workday, employee is required to:

Key to Frequency: Never (0%);Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 10LBS				X		
LIGHT 10-25LBS			X			
MEDIUM 25 -50LBS	X					
HEAVY 50 -100LBS	X					
VERY HEAVY 100+LBS	X					
Standing						INTERMITTENT
Sitting					X	
Walking			X			
Lifting			X			
Carrying				X		
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Bending			X			
Stooping		X				
Talking					X	
Kneeling	X					
Crouching			X			
Crawling	X					
Reaching				X		
Fingering				X		
Reaching			X			
Feeling			X			
Hearing					X	
Near Acuity			X			
Far Acuity Far Acuity			X			
Depth Perception			X			
Color Vision			X			
Field of Vision			X			

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINUOUS	COMMENTS
EXPOSURE (DUST, FUMES)	X			
EXPOSURE (EXTREME HEAT/COLD)	X			
UNEVEN TERRAIN	X			
HEIGHTS	X			
OTHER (SPECIFY)	X			

Title: Transportation Shop Manager-non exempt employee

Qualifications: As established by Livingston Parish Public Schools

Evaluator: Transportation Supervisor/Director

Education and/or experience preferred: Five years of experience in school transportation, with a working knowledge of transportation laws and regulations

Job Duties:

Coordinate all shop operations in conjunction with the transportation mechanic manager including:

1. Prioritize repair tickets while assisting the drivers with the process
2. Assign and check out spare buses, while making sure that they are road ready
 - a) Check bus condition when returned (clean, fueled, etc.)
 - b) Ensure that spare buses are clean and road ready
3. Assist with parts inventory (Computer Scan)
4. Assist with running parts
5. Assist with the transferring of buses that need repair to outsourced vendors
6. Coordinate camera installs on buses

Conduct the following field assessments:

1. Assist with checking turnarounds that need repair
2. Complete work orders for turnaround repair and for tree and shrub trimming
3. Complete work orders for state and parish roads
4. Assist with monitoring driver road performance

Oversee the sale and process of surplus buses

Complete safety checks on all handicapped buses, ensuring that all equipment functions properly

Schedule and coordinate bus inspections

Assist with working bus accidents and incidents as needed

Any other duty assigned by Superintendent or Supervisor /Director of Transportation

PHYSICAL REQUIREMENTS

In an eight (8) hour workday, employee is required to:

Key to Frequency: Never (0%); Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 10LBS					X	
LIGHT 10-25LBS				X		
MEDIUM 25 -50LBS	X					NEVER ALONE
HEAVY 50 -100LBS	X					NEVER ALONE
VERY HEAVY 100+LBS	X					NEVER ALONE
Standing					X	
Sitting	X					
Walking					X	
Lifting				X		
Carrying			X			
Pushing				X		
Pulling				X		
Climbing			X			
Balancing					X	
Bending					X	
Stooping					X	
Talking				X		
Kneeling				X		
Crouching					X	
Crawling			X			
Reaching					X	
Fingering					X	
Feeling					X	
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity					X	
Depth Perception					X	
Color Vision			X			
Field of Vision					X	

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINUOUS	COMMENTS
EXPOSURE (DUST, FUMES)		X		
EXPOSURE (EXTREME HEAT/COLD)		X		
UNEVEN TERRAIN		X		
HEIGHTS		X		
OTHER (SPECIFY)				

Additional Comments: _____

TRANSPORTATION OFFICE MANAGER

Qualifications: As established by Livingston Parish Public Schools

Evaluator: Transportation Supervisor/Director

Education and/or Experience Preferred: Five years of experience in school transportation, with a knowledge of transportation laws, regulations, and routing software

Job Duties:

- Assist the Transportation Supervisor/Director in all aspects of the transportation department, including leading and directing all transportation policies and guidelines, while planning for future parish growth
- Serve as the Transportation Supervisor's/Director's back up in case of absence or emergency
- Assist in planning and teaching of driver training and in-service classes
- Assist in compiling mail outs to drivers regarding training dates, procedural changes, etc.
- Assist in addressing bus turnarounds and road concerns
- Confer with the Transportation Supervisor/Director and other administrative personnel to review all department technology needs and discuss changes in goals and objectives resulting from current trends in transportation,(manage and train personnel in the operation and use of Transfinder) while evaluating and modifying computerized school bus routing
- Assist in handling complaints from the general public in regard to driver related issues such as designated pick up points, speeding, route changes, late running times, etc.
- Assist in notifying schools of driver changes ASAP
- Assist and advise on redistricting
- Assist in notifying drivers in regards to parental concerns and complaints, related too but not limited to speeding, cell phone misuse, dress code, etc.
- Analyze and compile statistical data to comply with yearly state mandated transportation reports
- Assist in setting up and monitoring drug test for driver's and CDL's
- Assign drivers and aides for Special Education routes
- Monitor parish fuel sites, order fuel for the sites, and make sure that the sites remain in proper working order
- Maintain documentation with regard to absences of bus drivers and bus aides
- Other duties as assigned by Superintendent or Transportation Supervisor/Director

Salary is set by Livingston Parish Public Schools-non exempt employee

Terms of Employment: Twelve (12) months a year
 EVALUATION: Performance of this job will be evaluated by Superintendent or Designee

PHYSICAL REQUIREMENTS

In an eight (8) hour workday, employee is required to:

Key to Frequency: Never (0%); Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 10LBS					X	
LIGHT 10-25LBS				X		
MEDIUM 25 -50LBS	X					NEVER ALONE
HEAVY 50 -100LBS	X					NEVER ALONE
VERY HEAVY 100+LBS	X					NEVER ALONE
Standing					X	
Sitting	X					
Walking					X	
Lifting				X		
Carrying			X			
Pushing				X		
Pulling				X		
Climbing			X			
Balancing					X	
Bending					X	
Stooping					X	
Talking				X		
Kneeling				X		
Crouching					X	
Crawling			X			
Reaching					X	
Fingering					X	
Feeling					X	
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity					X	
Depth Perception					X	
Color Vision			X			
Field of Vision					X	

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINUOUS	COMMENTS
EXPOSURE (DUST, FUMES)		X		
EXPOSURE (EXTREME HEAT/COLD)		X		
UNEVEN TERRAIN		X		
HEIGHTS		X		

**Livingston Parish Public School
JOB DESCRIPTION**

Title: Transportation Bus Shop Leaderman

Qualifications: As established by Livingston Parish Public Schools

Evaluator: Transportation Supervisor/Director or Designee

Education and experience required: Seven years minimum mechanical experience in school buses and medium duty trucks, while having knowledge of parish geography, and experience in school transportation laws and safety.

Job Duties: Direct and lead floor mechanics with mechanical decisions and diagnostic assessment with regard to repairing buses and fleet vehicles while verifying completion
Perform mechanical repairs and fill in mechanic rotation as needed when shortages exist as directed by Transportation Supervisor/Director or Designee
Act as a liaison between mechanics and Mechanic Manager
Assist with running parts
Assist with transferring buses
Assist with bus and fleet accidents
Contact towing companies as needed
Discuss bus concerns with route drivers
Any other duty assigned by Superintendent or Transportation Supervisor/Director

Terms of Employment: Twelve (12) months a year-non exempt employee

EVALUATION: Performance of this job will be evaluated by Superintendent or Designee

Signature: _____

Date: _____

In an eight (8) hour workday, employee is required to:

Key to Frequency: Never (0%); Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 10LBS					X	
LIGHT 10-25LBS				X		
MEDIUM 25 -50LBS	X					NEVER ALONE
HEAVY 50 -100LBS	X					NEVER ALONE
VERY HEAVY 100+LBS	X					NEVER ALONE
Standing					X	
Sitting	X					
Walking					X	
Lifting				X		
Carrying			X			
Pushing				X		
Pulling				X		
Climbing			X			
Balancing					X	
Bending					X	
Stooping					X	
Talking				X		
Kneeling				X		
Crouching					X	
Crawling			X			
Reaching					X	
Fingering					X	
Feeling					X	
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity					X	
Depth Perception					X	
Color Vision			X			
Field of Vision					X	

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINUOUS	COMMENTS
EXPOSURE (DUST, FUMES)		X		
EXPOSURE (EXTREME HEAT/COLD)		X		
UNEVEN TERRAIN		X		
HEIGHTS		X		
OTHER (SPECIFY)				

Additional Comments: _____

**Livingston Parish Public School
JOB DESCRIPTION**

Title: Vehicle Mechanic

Qualifications: High School Diploma or GED Equivalent; two (2) years of Mechanic experience preferred; must have or obtain a LA commercial driver's license (CDL); must be able to handle the physical requirements of the position.

Evaluator: Transportation Supervisor or Designee

Job Goal: To help the LPPS Transportation Department safely and efficiently transport our students by maintaining and repairing school buses.

Job Duties: Inspect, diagnose, and repair gas and diesel vehicles, including damaged mechanical, body, and interior bus parts.

Ensure that buses meet federal, state, and local safety requirements.

Inspect school buses and sign forms indicating compliance with state requirements provided by law.

Perform a prescribed maintenance program of the bus fleet as implemented by the Transportation Supervisor or designee.

Maintain and complete work orders with work completed and parts used to repair or maintain vehicles assigned.

Road test vehicles after repairs.

Maintain a clean and orderly work area and keep shop tools and equipment orderly and in working condition.

Assist with accidents, as needed.

Perform related duties/responsibilities as required by the Transportation Supervisor or designee.

Terms of Employment: 240-day year

Salary Range: See the salary schedule as established by the LPPS board (non-exempt employee)

Evaluation: The performance of this job will be evaluated annually in accordance with provisions of the Board's policy on the evaluation of personnel.

Signature: _____ **Date:** _____ **Employee#:** _____

In an eight (8) hour workday, employee is required to:

Key to Frequency: Never (0%); Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5-8 HOURS	COMMENTS
SEDENTARY, 0-10LBS					X	
LIGHT 10-25LBS				X		
MEDIUM 25 -50LBS	X					NEVER ALONE
HEAVY 50 -100LBS	X					NEVER ALONE
VERY HEAVY 100+LBS	X					NEVER ALONE
Standing					X	
Sitting	X					
Walking					X	
Lifting				X		
Carrying			X			
Pushing				X		
Pulling				X		
Climbing			X			
Balancing					X	
Bending					X	
Stooping					X	
Talking				X		
Kneeling				X		
Crouching					X	
Crawling			X			
Reaching					X	
Fingering					X	
Feeling					X	
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity					X	
Depth Perception					X	
Color Vision			X			
Field of Vision					X	

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINUOUS	COMMENTS
EXPOSURE (DUST, FUMES)		X		
EXPOSURE (EXTREME HEAT/COLD)		X		
UNEVEN TERRAIN		X		
HEIGHTS		X		
OTHER (SPECIFY)				

Additional Comments: _____

**Livingston Parish Public School
JOB DESCRIPTION**

Title: Transportation Manager

Qualifications: As established by Livingston Parish Public Schools

Evaluator: Transportation Supervisor/Director or Designee

Education and or experience required: College degree or high school diploma, minimum of five years clerical experience, preferred routing software experience, significant knowledge of Livingston Parish geography, possess a working knowledge of laws, regulations, and safety requirements, with experience in data managing software.

- Job Duties:**
- Reconcile all outstanding invoices on MUNIS
 - Coordinate assigning trainees to trainers upon completion of sub class
 - Oversee T 7 and T 8 trainings and verify school documentation
 - Coordinate bus turnarounds and trimming request, while processing work orders
 - Collect pre-trip documentation and maintain files
 - Assist with taking complaints and follow up with drivers
 - Assist with the CDL process with regard to physicals and requirements
 - Assist with sub classes
 - Assist with coordinating summer in-services
 - Assist with summer school coordination
 - Assist with running parts
 - Assist with transferring buses
 - Assist with working accidents
 - Any other duty assigned by the Superintendent or Transportation Supervisor/Director

Terms of Employment: Twelve (12) months a year-non exempt employee

Evaluation: Performance of this job will be evaluated by Superintendent or Designee

Signature: _____ **Date:** _____ **Employee#:** _____

Key to Frequency: Never (0%);Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 10LBS					X	
LIGHT 10-25LBS				X		
MEDIUM 25 -50LBS	X					NEVER ALONE
HEAVY 50 -100LBS	X					NEVER ALONE
VERY HEAVY 100+LBS	X					NEVER ALONE
Standing					X	
Sitting	X					
Walking					X	
Lifting				X		
Carrying			X			
Pushing				X		
Pulling				X		
Climbing			X			
Balancing					X	
Bending					X	
Stooping					X	
Talking				X		
Kneeling				X		
Crouching					X	
Crawling			X			
Reaching					X	
Fingering					X	
Feeling					X	
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity					X	
Depth Perception					X	
Color Vision			X			
Field of Vision					X	

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINUOUS	COMMENTS
EXPOSURE (DUST, FUMES)		X		
EXPOSURE (EXTREME HEAT/COLD)		X		
UNEVEN TERRAIN		X		
HEIGHTS		X		
OTHER (SPECIFY)				

Additional Comments: _____

**Livingston Parish Public School
JOB DESCRIPTION**

Title: Transportation Routing Analyst

Qualifications: As established by Livingston Parish Public Schools-non exempt employee

Evaluator: Transportation Supervisor/Director

Education and or experience preferred: Five years job related experience in student transportation, along with a working knowledge of Transfinder routing software, with a general knowledge of parish geography and roadways.

- Job Duties:**
- Manage and track the operation of computerized school bus routes
 - Assist with tracking and modifying school attendance zones to assure consistency and accuracy
 - Assist with creating maps and reports that aid routing decisions as well as those used for boundaries, attendance, and bonding issues
 - Be responsible for the planning and implementation of the sub pre-service class, while assisting the supervisor/director with summer in-service trainings
 - Be responsible for printing any document needed by the department
 - Assist the supervisor/director with mail outs to drivers regarding training dates, procedural changes, etc.
 - Oversee the driver CDL process, with regard to requirements and physicals
 - Assign trainers to perspective trainees
 - Set up the driver drug testing program
 - Oversee and route summer school program
 - Any other duty assigned by the Superintendent or Transportation Supervisor/Director

Signature: _____ **Date:** _____ **Employee#:** _____

PHYSICAL REQUIREMENTS

Key to Frequency: Never (0%); Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 10LBS					X	
LIGHT 10-25LBS				X		
MEDIUM 25 -50LBS	X					NEVER ALONE
HEAVY 50 -100LBS	X					NEVER ALONE
VERY HEAVY 100+LBS	X					NEVER ALONE
Standing					X	
Sitting	X					
Walking					X	
Lifting				X		
Carrying			X			
Pushing				X		
Pulling				X		
Climbing			X			
Balancing					X	
Bending					X	
Stooping					X	
Talking				X		
Kneeling				X		
Crouching					X	
Crawling			X			
Reaching					X	
Fingering					X	
Feeling					X	
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity					X	
Depth Perception					X	
Color Vision			X			
Field of Vision					X	

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINUOUS	COMMENTS
EXPOSURE (DUST, FUMES)		X		
EXPOSURE (EXTREME HEAT/COLD)		X		
UNEVEN TERRAIN		X		
HEIGHTS		X		
OTHER (SPECIFY)				

Additional Comments: _____

**Livingston Parish Public School
JOB DESCRIPTION**

Title: Transportation Mechanic Manager-non exempt employee

Qualifications: As established by Livingston Parish Public Schools

Evaluator: Transportation Supervisor/Director

Education and/or Preferred Experience: Have a minimum of five years working as a heavy truck or bus mechanic, with at least two years' certification in diesel engines and medium duty trucks. It is also preferred that the applicant have two years' experience in overseeing a mechanic shop, while having a working knowledge of all laws and policies involved in purchasing parts for vehicles involved in school transportation.

Job Duties: To organize, manage, and prioritize shop responsibilities(as well as any other duties assigned by Supervisor or Superintendent.
 Guide and lead mechanics in decision making with regard to repair
 Order and run parts as needed
 Maintain an inventory of parts and tools, while ensuring each is organized
 Have an accountability for all purchased parts and tools
 Monitor and track any equipment sent for outsourcing
 Keep parts room, shop, and perimeter clean
 Act as a liaison for mechanics and supervisor/director
 Assign work to be completed on the bus fleet and other LPPS vehicles and confirm completion
 Assure that all buses and other vehicles meet safety requirements
 Comply with all federal and state laws and regulations with regard to purchasing school buses
 Confer with the Supervisor/Director of Transportation and other administrative personnel to review department needs and discuss any changes deemed necessary to meet the goals and objectives of the department with regard to current trends in transportation
 Schedule and confirm bus inspections, while making sure tagging has been completed appropriately
 Locate and assist with the purchase of used buses, with supervisor/director approval
 Assist with driver complaints with regard to equipment
 Maintain all documentation on school board vehicles (buses, maintenance trucks, and lunchroom vans)
 Assist with accidents when needed
 Contact towing companies as needed

PHYSICAL REQUIREMENTS

Key to Frequency: Never (0%);Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 10LBS					X	
LIGHT 10-25LBS				X		
MEDIUM 25 -50LBS	X					NEVER ALONE
HEAVY 50 -100LBS	X					NEVER ALONE
VERY HEAVY 100+LBS	X					NEVER ALONE
Standing					X	
Sitting	X					
Walking					X	
Lifting				X		
Carrying			X			
Pushing				X		
Pulling				X		
Climbing			X			
Balancing					X	
Bending					X	
Stooping					X	
Talking				X		
Kneeling				X		
Crouching					X	
Crawling			X			
Reaching					X	
Fingering					X	
Feeling					X	
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity					X	
Depth Perception					X	
Color Vision			X			
Field of Vision					X	

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINUOUS	COMMENTS
EXPOSURE (DUST, FUMES)		X		
EXPOSURE (EXTREME HEAT/COLD)		X		
UNEVEN TERRAIN		X		
HEIGHTS		X		
OTHER (SPECIFY)				

Additional Comments: _____

**Livingston Parish Public School
JOB DESCRIPTION**

Title: Maintenance Level 4-Locksmith

Qualifications: As determined by the board

Evaluator: Maintenance Director

Job Goal: Locksmith duties as assigned by Supervisor

Job Duties: Cutting of keys for doors as needed and assigned by Supervisor
Cylinders on doors as needed and assigned by Supervisor
Install doors and hardwood as needed and assigned by Supervisor
Install door frames as needed and assigned by supervisor
Any other duties as assigned by Superintendent

Terms of Employment: 240 day year

Salary Range: See salary schedule as established by the LPPS board-non exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board’s Policy on evaluation of Administrative Personnel.

Signature: _____ **Date:** _____ **Employee#:** _____

I hereby acknowledge and accept the job description and the duties that are expected of me.

PHYSICAL REQUIREMENTS

Key to Frequency: Never (0%);Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 10LBS					X	
LIGHT 10-25LBS				X		
MEDIUM 25 -50LBS	X					NEVER ALONE
HEAVY 50 -100LBS	X					NEVER ALONE
VERY HEAVY 100+LBS	X					NEVER ALONE
Standing					X	
Sitting	X					
Walking					X	
Lifting				X		
Carrying			X			
Pushing				X		
Pulling				X		
Climbing			X			
Balancing					X	
Bending					X	
Stooping					X	
Talking				X		
Kneeling				X		
Crouching					X	
Crawling			X			
Reaching					X	
Fingering					X	
Feeling					X	
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity					X	
Depth Perception					X	
Color Vision			X			
Field of Vision					X	

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINUOUS	COMMENTS
EXPOSURE (DUST, FUMES)		X		
EXPOSURE (EXTREME HEAT/COLD)		X		
UNEVEN TERRAIN		X		
HEIGHTS		X		
OTHER (SPECIFY)				

Additional Comments: _____

**Livingston Parish Public School
JOB DESCRIPTION**

Title: School Bus Aide (Paraprofessional)

Evaluator: Transportation Director/Designee

Essential Tasks Performed:

1. Must assist in the transportation of students (arrival, departure, and movement throughout the ride). This includes assisting students in the transfer, positioning and lifting of students.
2. Must assist in developing and maintaining a positive environment for all students.
3. Must be able to physically climb steps and assist children in emergency evacuations.
4. Must maintain the confidentiality of records and student information both on campus and in the community.
5. Must attend mandatory training sessions as directed by the school principal and/or parish supervisors which may include the following:
 6. Confidentiality
 7. Medical Information
 8. Discipline
 9. Transportation Procedures
 10. Specific training required for meeting the medical needs of students.
11. Must perform physical demands requiring frequent lifting, carrying, transferring, or pushing of objects or wheelchairs weighing at least 50 lbs. Physical demands may also include walking, standing, kneeling, stooping, balancing, crouching, reaching, grasping, head and neck movement, and movement across mid-line.
12. Must possess motor coordination, manual dexterity, finger dexterity, alertness, precision, speaking ability, auditory discrimination, and tactile discrimination.
13. Must be able to read and write to complete mandatory records and route information.
14. Must be able to pass random and pre-employment drug and alcohol testing.
15. Must be able to obey all state, federal and local laws and policies.
16. Must be able to pass annual physical examination.

Terms of Employment: 180 day year

Salary Range: See salary schedule as established by the LPPS board-non exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

Signature: _____ **Date:** _____ **Employee#:** _____

I hereby acknowledge and accept the job description and the duties that are expected of me.

PHYSICAL REQUIREMENTS

Key to Frequency: Never (0%); Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 10LBS					X	
LIGHT 10-25LBS				X		
MEDIUM 25 -50LBS	X					NEVER ALONE
HEAVY 50 -100LBS	X					NEVER ALONE
VERY HEAVY 100+LBS	X					NEVER ALONE
Standing				X		
Sitting				X		
Walking				X	X	
Lifting				X		
Carrying			X			
Pushing				X		
Pulling				X		
Climbing			X			
Balancing					X	
Bending					X	
Stooping					X	
Talking				X		
Kneeling				X		
Crouching					X	
Crawling		X				
Reaching					X	
Fingering					X	
Feeling					X	
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity					X	
Depth Perception					X	
Color Vision			X			
Field of Vision					X	

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINUOUS	COMMENTS
EXPOSURE (DUST, FUMES)		X		
EXPOSURE (EXTREME HEAT/COLD)		X		
UNEVEN TERRAIN		X		
HEIGHTS		X		
OTHER (SPECIFY)				

Additional Comments: _____

**Livingston Parish Public School
JOB DESCRIPTION**

Title: Special Programs Administrator for Child Nutrition

Qualifications: As established by the State Board of Elementary and Secondary Education Bulletin #746

Evaluator: Supervisor of Child Nutrition Programs

Job Goal: To manage the daily operations of the Child Nutrition Program that directly relate to Special Programs, such as Breakfast on the Go/Classroom, Afterschool Snack, Summer Feeding Programs and monitoring the internal controls of financial and inventory levels, conduct internal audits on all cafeteria's, adhere to all procurement guidelines set forth by state and federal government.

Performance Responsibilities:

1. Manage daily operations of Special Programs: Breakfast on the Go/Classroom, Afterschool Snack, Summer Feeding, and Child and Adult Care Feeding Program (CACFP)
2. Determines best procurement method to ensure local/geographical goods are being properly obtained based on USDA Procurement guidelines.
3. Establishes/manage evaluation criteria for RFP (Request for Proposals): price, product quality, adequate packaging/labeling, past vendor history, and delivery options.
4. Consolidate/oversee warehouse items and assign individual line items to each menu subgroup.
5. Research incurred maintenance cost of cafeteria equipment's life span to determine the feasibility of replacement options.
6. Manages all procurement needs for the most efficient and financial sound operation of the Child Nutrition Program.
7. Assists with building commodity trucks and diversion of commodities with the Southeast Area region.
8. Conducts audits of all cafeterias' financial records.
9. Examines invoices to determine if transactions are recorded correctly in inventory management.
10. Ensures cafeterias are following FIFO accounting methods for proper inventory management.
11. Collects information and provides statistical reports for the evaluation of each cafeteria site's financial snapshot.
12. Oversees collection of cafeteria student funds at the school site level.
13. Submits annual review of financial and inventory records for each site to the CNP Supervisor.
14. Reports monthly data to the State on each cafeteria's meals served based on student's eligibility.
15. Conducts administrative reviews for all cafeterias.
16. Monitors/adjusts cafeteria's weekly grocery orders prior to submission to vendor.
17. Evaluate cost effectiveness of programs such as snack, supper, summer feeding, and CACFP.
18. Assist in the development of mandated USDA annual training standards for all school nutrition professionals.
19. Monitor and track all school nutrition professionals to ensure they have the knowledge, training, and tools they need to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals.
20. Makes recommendations on new marketing trends that would help promote the Child Nutrition Program.
21. Collects and reports data findings obtained from the School Health Advisory Committee to be in compliance with the wellness policy.
22. Performs other duties as assigned by the Supervisor of Child Nutrition Programs and Superintendent or Designee.

Terms of Employment: 240 Day Year

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ **Date:** _____ **Employee#:** _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

**Livingston Parish Public School
JOB DESCRIPTION**

Title: ELL/ESL Coordinator

Qualifications:

1. Hold a valid Louisiana Teaching Certificate
2. Hold a master's degree from a regionally accredited institution
3. Have a minimum of 3 years' experience teaching ESL
4. Preferred bi-lingual in one or more languages

Evaluator: Assigned Supervisor of Instruction

Job Goal: To coordinate and guide ELL/ESL curriculum decisions with regard to teaching and learning

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching

I. Planning and Preparation	1c	Setting Instructional Outcomes
II. The classroom environment	2c	Managing Classroom Procedures
III. Instruction	3b	Questioning and Discussion Techniques
	3c	Engaging students in Learning
	3d	Using Assessment in Instruction
2. Collaborates with others (teachers, administrators, students, parents, district personnel, and community partners) for the purpose of implementing and maintaining services and/or programs
3. Coordinates ESL/ELL program components, support needs and materials for the purpose of meeting student needs while complying with district and/or program guidelines
4. Leads and/or participates in meetings, professional development workshops and seminars for the purpose of conveying and gathering information required to perform responsibilities
5. Assists school administrators with creating ELL subgroup plans for the sake of school improvement
6. Maintains all data required for state and federal reports
7. Coordinates screening for language support program eligibility
8. Coordinates the oversight of translation services
9. Coordinates and oversee the administration of all state tests including but not limited to the ELPT
10. Works with school and district leaders to analyze and present ELL student growth and achievement data
11. Keeps parents and teachers informed through written and oral communication
12. Maintains an inventory of materials and equipment specific to ESL/ELL
13. Performs any other duty as assigned by the superintendent or designee

Terms of Employment: 212 days-exempt

Salary Schedule: See salary schedule as established by the LPPS Board

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on Evaluation of Administrative Personnel

Physical Requirements: See Appendix C

Livingston Parish Public Schools Job Description

Title: STEM Program Administrator

Qualifications: Same as Teacher/CTTIE Instructor (Master's Preferred)

Evaluator: Principal

Job Goal: To use leadership, supervisory, and administrative skills to promote the educational development of each student that participates in the STEM program.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.
2. Serves under the immediate direction of the principal and is responsible for the organization, administration, program promotion, student recruitment and supervision of the STEM instructional program.
3. Provides input on the recruitment, hiring, supervision, training, and evaluation of all assigned program staff.
4. Carries out day-to-day supervision of assigned faculty/staff in cooperation with the principal.
5. Responsible for the student academic growth within the school.
6. Supervises the instructional program and curriculum development.
7. Meets and instructs assigned classes in the location and at times designated.
8. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
9. Sets high expectations and performance standards that are consistent with school and district goals.
10. 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.
11. Cooperates with other members of the staff in planning instructional goals, objectives, and methods.
12. Maintains accurate and complete records as required by law, district policy and administrative regulation.
13. Identifies and analyzes relevant information and consults the principal and appropriate central office staff before making curriculum or program decisions or committing resources.
14. Seek out new and innovative grants and corporate sponsorships to compliment and improve curriculum for the STEM program within the school system guidelines.
15. Develops, monitors and evaluates job assignments of all STEM program staff in cooperation with the principal.
16. Elicits participation in decision making and cultivates leadership in others.
17. Implements STEM programs within the confines of BESE, legislative, and district goals and policies.
18. Creates, implements, monitors, and adjusts, as needed, the STEM program master schedule.
19. Maintains an efficient and effective working relationship with all stake holders and the community.
20. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
21. Completes required training throughout the year including extensive summer training.
22. Develops and presents STEM professional development for teachers.
23. Develop effective strategies for recruiting students through marketing materials, information sessions, and relationships with feeder schools.
24. Assumes responsibility for non-instructional assignments/activities after school hours.
25. Completes Professional Growth Plan.
26. Performs other duties as assigned by the Principal.

Terms of Employment: 202 Day Year

Salary Range: See Salary Schedule as established by the LPPS Board – Based on 1.32 Index exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel.

Signature: _____ **Date:** _____ **Employee#:** _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

**Livingston Parish Public School
JOB DESCRIPTION**

Title: Teacher Aide/Paraprofessional

Qualifications: 48 hours of college credit with grade point average of 2.0 and hours must include:

- 3 hours of English Composition
 - 6 hours of English/Reading
 - 6 hours of Math
- OR*** an associate degree
OR a passing score (450) on the Para-Pro Exam

Reports to: Teacher(s) and Principal of school assigned

Job Goal: Aid the teacher to perform tasks necessary for the efficient operation of the classroom

Evaluation: To be evaluated each year by the assigned teacher, principal, and/or supervisor

Responsibilities:

1. Aid the supervising teacher at all times and in all circumstances.
2. Make accommodations/modifications for students under direction of supervising teacher (regular or special).
3. Perform all tasks assigned in order to allow the teacher to teach, including, but not limited to: record keeping (IEP activities), preparation of class work, preparation of displays, assistance in student discipline matters, grading student work, assistance in student instruction, and assistance in watching and caring for students in all school settings.
4. Work in whatever school/class assigned each year. Class assignments may vary from year to year or during the school year, depending on student needs.
5. Follow the teacher's direction and use common sense in application.
6. Take necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
7. Assist in upholding and enforcing school rules, administrative regulations, and Board Policy.
8. Be punctual and professional with assigned work and duty obligations.
9. Assist in maintaining a neat classroom conducive to learning.
10. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to sustain continuity where needed.
11. Follow the specific instructional requirements established by the Livingston Parish Public School System.
12. Performs other duties as assigned by the Principal/Director.

Terms of Employment: 9 months or Contract

Signature: _____ **Date:** _____ **Employee#:** _____

Livingston Parish Public Schools Job Description

Title: Virtual Instruction Program Administrator

Qualifications: (1) Valid Louisiana Teaching Certificate
(2) Master’s Degree with certification in Administration/Ed. Leadership or School Counseling (School Counseling Experience Preferred)

Evaluator: LPPS Secondary Supervisor

Job Goal: To use leadership, supervisory, and administrative skills to promote the educational development of each student participating in the virtual instructional program.

Performance Responsibilities:

1. Has knowledge of the Louisiana Components of Effective Teaching.
2. Serves under the immediate direction of the LPPS Secondary Supervisor and is responsible for the organization, administration, program promotion, student recruitment and supervision of the virtual instructional program.
3. Provides input on the recruitment, hiring, supervision, training, and evaluation of all assigned program staff.
4. Advocate on behalf of students in order to best meet their unique needs; assist with the design and implementation of strategies to improve student success in online learning coursework.
5. Develop, implement, and evaluate the virtual instruction program’s curriculum, schedule, philosophy, goals, and objectives reflecting school, district, and state goals.
6. Creates a flexible learning environment to meet the needs of the students including, but not limited to flexible hours.
7. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
8. Sets high expectations and performance standards that are consistent with school and district goals.
9. Provide direct consultation and guidance to students and parents on matters relating to courses, procedures, and academics.
10. Cooperates with other members of the staff in planning instructional goals, objectives, and methods.
11. Maintains accurate and complete records as required by law, district policy and administrative regulation.
12. Identifies and analyzes relevant information and consults the LPPS Secondary Supervisor and appropriate central office staff before making curriculum or program decisions or committing resources.
13. Develops, monitors and evaluates job assignments of all virtual instruction program staff and carries out day to day supervision in cooperation with the LPPS Secondary Supervisor.
14. Elicits participation in decision making and cultivates leadership in others.
15. Implements the virtual instruction program within the confines of BESE, legislative, and district goals and policies.
16. Creates, implements, monitors, and adjusts, as needed, the virtual instruction program schedule.
17. Troubleshoot problems with computers and other equipment in the virtual instruction program lab; assist users with full utilization of available hardware and software.
18. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
19. Continue professional growth through self-directed, as well as defined professional learning opportunities, which may include training, professional learning communities, outside research, and reading professional literature.
20. Develop effective strategies for recruiting students through marketing materials, information sessions, and relationships with feeder schools.
21. Assumes responsibility for non-instructional assignments/activities after school hours.
22. Completes Professional Growth Plan.
23. Performs other duties as assigned by the LPPS Secondary Supervisor.

Terms of Employment: 202 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board – Based on 1.32 Index

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of Administrative Personnel.

Signature: _____ **Date:** _____ **Employee#:** _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

**Livingston Parish Public Schools
Job Description**

Title: Staff Accountant

Qualifications: Has a bachelor's degree in accounting or business related field.

Evaluator: Business Manager

Job Goal: To assist the Business Manager in administering the business affairs of the School System.

Performance Responsibilities:

1. Assists the Business Manager in performing all accounting functions.
2. Assists Accountant in all areas of purchasing as needed.
3. Works with the school secretaries and administrators in maintaining accurate accounting operations.
4. Assists principals and/or secretaries in setting up and maintaining financial record keeping systems.
5. Conduct training of school principals and/or secretaries in proper accounting, reporting and control procedures and operation policies annually.
6. Oversees the maintenance of vendor files to determine IRS 1099 eligibility and assists with the processing of annual 1099's.
7. Supervises and coordinates the record retention system of all business office records.
8. Arranges for the disposal, or negotiates the sales, of surplus materials and equipment.
9. Completes Professional Growth Plan.
10. Performs other duties and tasks deemed appropriate by the Superintendent, the Superintendent's Designee, or Business Manager.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-non exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of Professional Personnel.

Signature: _____ **Date:** _____ **Employee#:** _____



STATEMENT OF ASSURANCE

Plan for the Evaluation of School Personnel

The Plan for the Evaluation of School Personnel in the *Livingston Parish Public School System* has been reviewed and approved by the local school board. This **Statement of Assurance** confirms that the Plan for Evaluation includes the evaluation of all new teachers who may have previously participated in the LaTAAP. The Evaluation plan shall be implemented as written during the 2019-20 school year, and the results of Evaluation shall be reported according to specified guidelines upon request of the Louisiana Department of Education.

Alan Murphy

(Superintendent's Name - Typed)

(Date)

(Superintendent's Signature)

Buddy Mincey

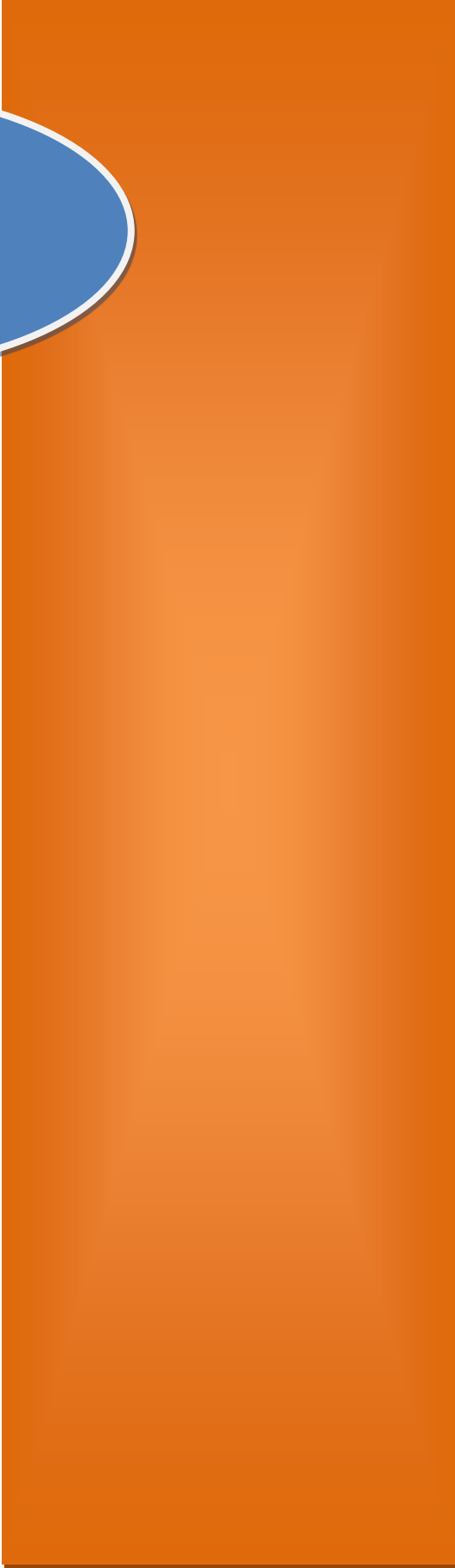
(School Board President's Name - Typed)

(Date)

(School Board President's Signature)



APPENDICES



Appendices

Appendix A: Louisiana Components of Effective Teaching

The chart below contains the Domains and Components which represent the *Louisiana Components of Effective Teaching*.

<u>Domain</u>	<u>Component</u>
<i>1. Planning and Preparation</i>	<i>1c. Setting Instructional Outcomes</i>
<i>2. The Classroom Environment</i>	<i>2c. Managing Classroom Procedures</i>
<i>3. Instruction</i>	<i>3b. Questioning and Discussion Techniques</i> <i>3c. Engaging Students in Learning</i> <i>3d. Using Assessment in Instruction</i>

Appendix B: Louisiana Performance Expectations and Indicators for Educational Leaders

Domain I: School Vision

A vision for achievement describes high academic expectations for all students; the vision provides the picture of the school's future. Effective principals ensure that the vision is lived in practice, encouraging behaviors that support it and addresses behaviors that undermine it.

To develop the vision, leaders must enlist the support of all stakeholders. The process facilitates ownership and institutionalization of the vision and ensures that the vision includes multiple perspectives and lenses.

To realize the vision, leaders must put data driven school level goals into place; these goals describe how the school will reach the vision. Strategic school leaders adjust the school level goals to ensure they are driving improvements in achievement. School level goals should be set and managed by data gathered from multiple sources including student learning outcomes, needs assessments and observations of teacher practice. As the needs of the school change, the leader will have to work with stakeholders to identify school level goals and strategies that will foster student growth.

Component A: Sets ambitious, data-driven goals and a vision for achievement; invests teachers, students, and other stakeholders in that vision

Domain II: School Culture

School culture is the context that allows for effective teaching and learning taking place. Culture is continuously reinforced by the school leader, teachers, and students through practices and actions that tell every stakeholder: *this is how we do school here*. Effective leaders establish cultures of achievement by maintaining a learning environment that is conducive to learning and safe for all students.

In a learning culture, teachers identify and teach core academic skills across the curriculum and implement shared instructional practices to improve student achievement. School leaders ensure that teachers work in teams to examine student work that is rigorous and aligned with the Compass rubric. Professional growth is expected and leaders create meaningful, targeted professional development opportunities aligned to teacher needs and designed to improve instructional practice.

Component A: Facilitates collaboration between teams of teachers

Component B: Provides opportunities for professional growth and develops a pipeline of teacher leaders

Component C: Creates and upholds systems which result in a safe and orderly school environment

Domain III: Instruction

Research has shown that there is a direct correlation between a strong instructional program and an increase in academic gains. It is critical that school leaders support effective instruction to increase student achievement.

Louisiana has adopted the Common Core Curriculum, thus, leaders must ensure all instruction is grounded in and guided by the Common Core Standards. To best support instruction, leaders must ensure teachers have the tools to set clear objectives aligned to the Common Core. They must implement a curricular scope and sequence that fosters rigorous instruction, and they must ensure that teachers have supporting curricular materials that will allow them to implement the curriculum with fidelity.

Leaders must observe teachers to provide on-going actionable clear and transparent feedback on instruction; these observations will become a part of both formative and summative assessments of teacher effectiveness. Teacher observations and conferences will ensure that all instruction is focused on the development and implementation of goals and objectives aligned with the Common Core Standards.

School leaders must also facilitate and support staff use of data to identify and prioritize students' needs in relation to the Common Core Standards. Leaders will ensure that all assessments are Common Core aligned and will hold teachers accountable for on-going analysis of student data to provide rigor and differentiation for all students.

Component A: Observes teachers and provides feedback on instruction regularly

Component B: Ensures teachers set clear, measurable objectives aligned to the Common Core

Component C: Ensures teachers use assessments reflective of Common Core rigor

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), R.S. 17:391.10, R.S. 17:3881-3886, and R.S. 17:3901-3904, R.S. 17:3997, R.S. 17:10.1.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 36:2256 (October 2010), amended LR 38:

Definitions

In order that consistency in terminology is maintained on a statewide basis, the LDOE has established a list of terms and definitions. Careful consideration of each should be given during the training and implementation of personnel evaluation programs. The definitions below must be adopted by all LEA's. If additional terms are necessary in establishing a clear and concise understanding of evaluation procedures, they must be included in **the Livingston Parish Public School's** Local Personnel Evaluation Plan.

Accountability—shared responsibility for actions relating to the education of children.

Administrator—any person who serves in an academic leadership role at the school-level and is employed in a professional capacity other than a teacher. Principals, assistant principals, designees, administrative assistants shall be considered administrators according to this definition.

Beginning Teacher—any teacher in their first three years of the profession.

Board—State Board of Elementary and Secondary Education.

Certified School Personnel—those persons whose positions require certification.

Charter School—an independent public school that provides a program of elementary and/or secondary education established pursuant to and in accordance with the provisions of the Louisiana Charter School Law to provide a learning environment that will improve student achievement.

Classroom visitation—an informal visit to a classroom of sufficient duration to monitor progress toward achievement of professional growth plan objectives and to provide support or assistance.

Common assessment—a state-approved assessment to be used for measuring student growth in grades and subjects where value-added data is not available.

Components of Effective Teaching—the elements of teaching performance defined by the board in formal, recognized collaboration with educators and other stakeholders involved in education, to be critical to providing effective classroom instruction.

Competencies—skills, knowledge, and abilities required to demonstrate a particular level of performance.

Criteria—demonstrable levels of performance upon which a judgment may be based.

Department—Louisiana Department of Education

Due Process—fair and impartial treatment, including notice and an opportunity to be heard. Including, but not limited to, the 1st, 5th, and 14th amendments to the Constitution of the United States, Section 1983 of the Civil Rights Act of 1871, Title VII of the Civil Rights Act of 1964, and Title IX of the Educational Amendment of 1972, relative to substantive and procedural requirements.

Duties—those functions and tasks normally required of a position as assigned and/or described in the job description that are necessary to enable the class, school, or school district to accomplish objectives

Educational Leader—a person who is certified to serve in any school or district leadership capacity with the exception of Superintendent.

Evaluation—process by which a local board monitors continuing performance of its teachers and administrators annually, by considering judgments concerning the professional accomplishments and competencies of a certified employee, as well as other professional personnel, based on a broad knowledge of the area of performance involved, the characteristics of the situation of the individual being evaluated, and the specific standards of performance pre-established for the position.

Evaluatee—teacher or administrator undergoing evaluation

Evaluator—one who evaluates; the school principal or assistant principal or respective supervisory level designees charged with evaluating teachers or the superintendent or other LEA-level supervisor charged with evaluating administrators.

Formal Observation—an announced observation of a teacher in which the evaluator observes the beginning, middle, and end of a lesson, that is preceded by a pre-observation conference and followed by a post-observation conference in which the teacher is provided feedback on his/her performance.

Formal Site Visit—an announced site visit by an administrator's evaluator, that is preceded by a pre-visit conference and followed by a post-visit conference in which the administrator is provided feedback on his/her performance.

Grievance—a procedure that provides a fair and objective resolution of complaint by an evaluatee that the evaluation is inaccurate due to evaluator bias, omission, or error.

Informal Classroom visits/observations—an observation of a teacher which provides evidence to be used in the evaluation process. Such observations may not last for the entirety of a lesson and may or may not be announced. These are unscheduled classroom observations that do not meet the Formal Observation procedures

Intensive Assistance Plan—the plan that is implemented when it is determined, through the evaluation process, that personnel have not meet the standards of effectiveness. This plan includes the specific steps the teacher or administrator shall take to improve; the assistance, support, and resources to be provided by the St. Tammany Parish Public School System; an expected timeline for achieving the objectives and the procedure for monitoring progress, including observations and conferences; and the action to be taken if improvement is not demonstrated.

Job Description—a competency-based summary of the position title, qualification, supervisor, supervisory responsibilities, duties, job tasks, and standard performance criteria, including improving student achievement, that specify the level of job skill required. Space shall be provided for signature and date.

Local board—governing authority of the local education agency, parish/city school or local school system.

Local Education Agency (LEA)—city, parish, or other local public school system, including charter schools.

Non-Instructional Certified and Other Professional School Personnel—those Livingston Parish Public School System personnel who do not provide classroom instruction.

Non-Tested Grades and Subjects (NTGS)—grades and subjects for which a value-added score is not available for teachers or other certified personnel.

Objective—a devised accomplishment that can be verified within a given time, under specifiable conditions, and by evidence of achievement.

Observation—the process of gathering facts, noting occurrences, and documenting evidence of performance.

Observer—one who gathers evidence to be used in the evaluation process through the observation of educator performance.

Performance Expectations—the elements of effective leadership approved by the board that shall be included as evaluation criteria for all building-level administrators.

Performance Standards—the behaviors and actions upon which performance is evaluated.

Philosophy—a composite statement of the relationship between the individual and society based upon the beliefs, concepts, and attitudes from which the goals and objectives of the Livingston Parish Public School System are derived.

Principal's Designee—an assistant principal or other administrator who is assigned by the principal to observe and evaluate certificated and non-certificated personnel (the term “principal’s designee” may include Administrative Assistants).

Post-observation Conference—a discussion between the evaluatee and evaluator for the purpose of reviewing an observation and sharing commendations, insights, and recommendations for improvement.

Pre-observation Conference—a discussion between the evaluatee and the evaluator which occurs prior to a formal observation; the purposes are to share information about the lesson to be observed and to clarify questions that may occur after reviewing of the lesson plan.

Professional Growth Plan—a written plan developed to enhance the skills and performance of an evaluatee. The plan includes specific goal(s), objective(s), action plans, timelines, opportunities for reflection, and evaluation criteria.

Self-Evaluation/Self-Reflection—the process of making considered judgments of one’s own performance concerning professional accomplishments and competencies as a certified employee or other professional person based upon personal knowledge of the area of performance involved, the characteristics of the given situation, and the specific standards for performance pre-established for the position; to be submitted by the evaluatee to the appropriate evaluator for use in the compilation of the individual’s evaluation.

Single Official Personnel File—the single personnel file maintained by the Livingston Parish School Board’s Central Office (Human Resources office). At minimum, the contents of the single official personnel file must include: 1) documentation for the annual review or update of job descriptions, 2) copies of completed observations and evaluations, and 3) completed professional growth plans or evidence to support the initiation and annual review of long-term growth plans.

Staff Development—process designed for groups of personnel with similarities and guided by school/district goals and plans; encourages collective growth in a common direction and leads to enhanced repertoire of skill/concepts.

Standard Certificate—a credential issued by the state to an individual who has met all requirements for full certification as a teacher.

Standard of Effectiveness—adopted by the State Board of Elementary and Secondary Education as the final composite score required for teacher or administrator performance to be considered *effective*.

Student Learning Target—a goal which expresses an expectation of growth in student achievement over a given period of time, as measured by an identified assessment and/or body of evidence.

Teacher—any person who provides direct instruction or direct instructional support to students, to whom he/she has been formally assigned. Classroom teachers, special education teachers, librarians, and guidance counselors shall be considered teachers according to this definition.

Teachers of Record—Educators who are responsible for a portion of a student’s learning outcomes within a subject/course.

Value-Added – the use of prior achievement history and appropriate demographic variables to estimate typical achievement outcomes through a statistical model for students in specific content domains based on a longitudinal data set derived from students who take state-mandated tests in Louisiana for the purpose of comparing typical and actual achievement.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), R.S. 17:391.10, R.S. 17:3881-3886, and R.S. 17:3901-3904, R.S. 17:3997, R.S. 17:10.1.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 36:2256 (October 2010)

Appendix C

PHYSICAL REQUIREMENTS

In an eight (8) hour workday, employee is required to:

Key to Frequency: Never (0%); Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 10LBS				X		
LIGHT 10-25LBS			X			
MEDIUM 25 -50LBS	X					
HEAVY 50 -100LBS	X					X
VERY HEAVY 100+LBS	X					
Standing				X		
Sitting				X		
Walking			X			
Lifting			X			
Carrying				X		
Pushing		X				
Pulling		X				
Climbing		X				
Balancing			X			
Bending			X			
Stooping			X			
Talking					X	
Kneeling	X					
Crouching			X			
Crawling	X					
Reaching				X		
Fingering		X				
Reaching			X			
Feeling			X			
Hearing					X	
Near Acuity			X			
Far Acuity Far Acuity			X			
Depth Perception			X			
Color Vision			X			
Field of Vision			X			

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINUOUS	COMMENTS
EXPOSURE (DUST, FUMES)	X			
EXPOSURE (EXTREME HEAT/COLD)	X			
UNEVEN TERRAIN	X			
HEIGHTS	X			
OTHER (SPECIFY)	X			

Additional Comments: _____

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