

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

Work Activity Per Job Activity Classification and Job Description Acceptance Form are the last two pages of all job descriptions.

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

Work Activity Per Job Activity Classification and Job Description Acceptance Form are the last two pages of all job descriptions.

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTIONS**

Table of Contents

0.00	Work Activity Classification & Signature Page
1.00	Board of Education
1.01	Local Superintendent of Schools
1.02	Assistant Superintendent
1.05	Treasurer
1.07	Teacher/Coordinator - Talented and Gifted Program
1.09	Director of Special Services
2.01	Principal
2.01a	Elementary Principal
2.02	Assistant Principal
2.04	Athletic Director
3.01	Transportation Supervisor
3.01a	Assistant Transportation Supervisor
3.03	Director of Food Services
3.04	Director of Buildings and Grounds
3.04a	Assistant Director of Buildings and Grounds
3.05	Director of Cloverleaf Recreation Center
3.06	Comprehensive Facilities Planner
4.01	Executive Secretary
4.02	Administrative Secretary
4.03	Transportation Department Secretary
4.06	Assistant Treasurer
4.06a	Assistant to the Treasurer
4.07	Payroll Clerk
4.08a	Accounts Receivable Bookkeeper (part-time)
4.09	Accounts Payable Bookkeeper (full-time)
4.10	Accounts Payable Bookkeeper (part-time)
4.11	EMIS Secretary
4.13	Elementary School Secretary
4.13a	High School Principal's Secretary
4.13b	High School Secretary (part-time)
4.13c	Middle School Principal's Secretary
4.13d	Middle School 10-Month Secretary
4.14	High School Attendance Secretary
4.15	Guidance Office Secretary
4.16	Director of Community Education & Recreational Programs
4.16a	Community Information Coordinator
4.17	Courier/Van Driver
4.20	Special Education Secretary
4.21	Maintenance Department Secretary
4.22	Substitute Calling/Switchboard Secretary
4.23	Food Service Secretary
4.30	Operations Director - Rec Center
4.31	Assistant Director - Rec Center
4.32	Supervisor - Rec Center

- 4.40 Technical Support Specialist
- 4.50 School Nurse

- 5.01 Classroom Teacher
- 5.02 Developmentally Handicapped Teacher
- 5.03 Gifted and Talented Teacher (self-contained classroom)
- 5.03a Gifted and Talented Teacher (resource room)
- 5.04 Learning Disabilities Teacher
- 5.05 Special Education Intervention Teacher
- 5.07 Preschool Handicapped Teacher
- 5.08 School Psychologist
- 5.09 Speech and Hearing Therapist
- 5.10 Librarian - High School
- 5.10a Librarian - Elementary
- 5.10b Librarian - Middle School
- 5.11 District Literacy Coordinator
- 5.12 Elementary Guidance Counselor
- 5.12a Middle School Guidance Counselor
- 5.13 High School Guidance Counselor
- 5.14 District Preschool Specialist
- 5.18 LD Tutor
- 5.19 Title I Teacher
- 5.20 Tutor
- 5.22 In-School Suspension/Intervention Teacher

Supplemental Teacher Areas

- 5.25 Head Teacher
- 5.25a Elementary Student Council Advisor
- 5.25b Elementary Safety Patrol Advisor
- 5.25c Yearbook Advisor

Supplemental Athletic Areas

- 5.26 Athletic Trainer
- 5.26a Faculty Manager - High School
- 5.26b Faculty Manager - Middle School
- 5.26c Baseball - Head Coach
- 5.26d Baseball - JV Coach
- 5.26e Basketball - Boys Head Coach
- 5.26f Basketball - Boys JV Coach
- 5.26g Basketball - Boys Assistant Varsity Coach
- 5.26h Basketball - Boys 9th Grade Coach
- 5.26i Basketball - Boys 8th Grade Coach
- 5.26j Basketball - Girls Head Coach
- 5.26k Basketball - Girls JV Coach
- 5.26l Basketball - Girls Assistant Varsity Coach
- 5.26m Basketball - Girls 9th Grade Coach
- 5.26n Basketball - Girls 8th Grade Coach
- 5.26o Cheerleading Advisor - High School
- 5.26p Cheerleading Advisor - Middle School
- 5.26q Cross Country - Head Coach
- 5.26r Cross Country - Assistant Varsity Coach

5.26s Cross Country - Middle School Coach
5.26t Football - Head Coach
5.26u Football - Assistant Varsity Coach
5.26v Football - 9th Grade Head Coach
5.26w Football - 8th Grade Head Coach
5.26x Football - 9th Grade Assistant Coach
5.26y Football - Middle School Coach
5.26z Golf - Head Coach
5.26aa Golf - Assistant Coach
5.26bb Gymnastics - Head Coach
5.26cc Gymnastics - Assistant Coach
5.26dd Soccer - Head Coach
5.26ee Soccer - Assistant Coach
5.26ff Softball - Head Coach
5.26gg Softball - JV Coach
5.26hh Tennis - Head Coach, Boys & Girls
5.26ii Track - Head Coach, Boys & Girls
5.26jj Track - Assistant Varsity Coach, Boys & Girls
5.26kk Track - 9th Grade Coach, Boys & Girls
5.26ll Track - 7th & 8th Grade Coach, Boys & Girls
5.26mm Volleyball - Head Coach
5.26nn Volleyball - Assistant Coach
5.26oo Volleyball - 9th Grade Coach
5.26pp Volleyball - Middle School Coach
5.26qq Wrestling - Head Coach
5.26rr Wrestling - JV Coach
5.26ss Wrestling - 9th Grade Coach
5.26tt Wrestling - Middle School Coach
5.26uu Softball - 9th Grade Coach
5.26vv Baseball - 9th Grade Coach
5.26ww Tennis - Boys & Girls JV Coach
5.26zz Generic Coach

6.03 Educational Assistant - Special Education
6.05 Educational Assistant - Library Aide, Elementary
6.05a Educational Assistant - Library Aide, High School
6.05b Educational Assistant - Library Aide, Middle School
6.06 Educational Assistant - Hall Monitor
6.07 Educational Assistant - Educational/Teacher Aide
6.10 Educational Assistant - Computer Lab Aide
6.11 Educational Assistant - High School Office Aide
6.12 Educational Assistant - Playground Aide
6.13 Educational Assistant - Copy Technician
6.14 Educational Assistant – Bus Aide

7.01 Maintenance Helper
7.01a Maintenance Helper - District Wastewater Operator
7.03 Head Custodian - High School & Middle School
7.03a Head Custodian - Elementary
7.04 Custodian
7.05 Grounds Worker

8.01 School Bus Driver

- 8.02 Head School Bus Mechanic
- 8.03 School Bus Mechanic
- 8.04 School Bus Mechanic's Helper

- 9.01 Cafeteria Manager
- 9.02 Cafeteria Lead Helper – All Buildings
- 9.03 Cafeteria Helper - All Buildings
- 9.04 Cafeteria Helper - Cashier - All Buildings
- 9.06 Cafeteria Helper – Dishwasher
- 9.10 Head Cook (BOE Approved 9/23/13)

CLOVERLEAF LOCAL SCHOOLS

JOB DESCRIPTIONS

Revised April 2011

(Update 11/28/11)

(Update 3/25/13)

(Update 7/22/13)

(Update 8/12/13)

(Update 9/23/13)

(Update 10/28/13)

(Update 6/16/14)

(Update 7/25/15)

(Update 9/28/15)

(Update 8/8/16)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 1.00

Date _____

Title: 1.00 Board of Education Member

Reports to: Taxpayers/citizens of the local school district and the State of Ohio

Work Activity Classification: N/A

Employment Status: Part-time

FLSA Status: Exempt

Qualifications: To have a sincere interest in education, a cooperative and open-minded attitude, to be known for fair and honest dealings with all, to have a background of professional and/or business experience, a sincere civic interest and to meet the legal requirements of the State of Ohio.

General Description: Work cooperatively with the other board members and the administration to best represent the best interests of the children, staff, and citizens of the district.

Essential Functions:

1. Select and employ a local superintendent of schools.
2. Select and employ a clerk-treasurer.
3. Provide by the exercise of its taxing power the funds necessary to finance the operation of the school district.
4. Determine and pass upon the annual budget and appropriations.
5. Provide needed school facilities.
6. Consider and act upon the recommendations of the local superintendent in matters pertaining to the welfare of the school district.
7. Create such board policy as deemed necessary for its own government, the government of its employees and pupils enrolled in the school district.

JOB DESCRIPTION
Locator Index: 1.00
Board of Education Member (continued)

8. Require reports of the local superintendent concerning the conditions, operations, and needs of the school district.
9. Evaluate the effectiveness with which the school district is achieving its educational objectives.
10. Inform the public concerning the progress and needs of the school district, and solicit public opinion as it affects the school district.
11. Promptly refer all criticisms, complaints, and suggestions called to the board's attention to the local superintendent for study and recommendations.
12. Keep abreast of changes in education and be mindful of citizens' reaction to these changes.
13. Be willing to listen, discuss, and support actions taken by the majority of the board.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 1.01

Date: _____

Title: 1.01 Local Superintendent of Schools

Reports to: Board of Education

Supervises: Directly - all administrative and supervisory personnel

Work Activity Classification: N/A

Employment Status: Full-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Superintendent's Certificate
2. Meet requirements of law and be governed by Ohio law

General Description: Serve as the executive officer of the board of education and as the administrative head of the school system.

Essential Functions:

1. Attend all meetings of the board of education, except when his/her contract is being considered, as its chief executive officer and professional advisor.
2. Be in charge of the administration and supervision of the school system.
3. Recommend to the board policies concerning the organization, finance, school plant, instruction, and other functions of the district's programs. This includes:
 - a. Insurance
 - b. Pupil transportation
 - c. Building repair
 - d. Assignment of students to various buildings
 - e. Construction of buildings
 - f. Cafeteria, and
 - g. Rental of buildings in accordance with plans adopted by the board.

JOB DESCRIPTION
Locator Index: 1.01
Local Superintendent of Schools (continued)

4. Develop into action administrative policies and procedures consistent with board policy, rules and regulations of the Ohio Department of Education and provisions of the laws in the State of Ohio.
5. Serve as an ex-officio member of all committees named by the board.
6. Supervise the preparation of the annual budget, appropriation resolution, and presents them to the board with recommendation for adoption.
7. Establish and maintain an effective ongoing program of public and community relations.
8. Recommend all employees for appointment, demotion, transfer, or dismissal in accordance with the policies of the board and assign and supervise all instructional and non-instructional personnel.
9. Maintain a current personnel file of all employees and report to the board on evaluation of all employees.
10. Encourage continuance of professional growth of all employees through training, workshops, seminars, and professional meetings.
11. Inform the board about all aspects of the educational system as well as local, state, and national items that affect education.
12. Prepares an agenda and distributes to board members prior to each regular meeting.
13. Prepare all reports and maintain such records as required by law, regulation, and/or by the board of education.
14. Supervise the formulation of salary schedules for all employees of the board of education and recommendation of such.
15. Conducts a continuous study of the district's development and needs keeping the public informed thereon.
16. Advise or direct staff negotiations with the approval of the board.
17. Recommend a school calendar for the school district.
18. Take such immediate action, as deemed necessary, in all cases of calamity, acts of nature, or other emergencies.

JOB DESCRIPTION
Locator Index: 1.01
Local Superintendent of Schools (continued)

19. Supervise the school district in conformity with state law, regulations of the Ohio Department of Education, and the adopted policies of the Board of Education.
20. Supervise the purchase and distribution of all textbooks, workbooks, and other educational supplies and materials. All such purchases shall be on authorized purchase orders bearing the certification of the treasurer of the board. The superintendent shall purchase various other items of equipment upon specific instruction of the board.
21. Assure that schedules of classes, courses of study, and curriculums offered conform to the state standards and county adoptions.
22. Evaluate board and administrative policies for the entire school district and apprise board of the evaluation.
23. May assign to any subordinate any duties or powers delegated to the superintendent by statute or by the board, but in so doing, he/she must assume full responsibility for the result. However, all reports and recommendations to the board from an officer or employee under his/her direction shall be made through the superintendent's office.
24. Communicates directly or through delegation all actions of the board relating to personnel matters to all employees and receives from employees all communication to be made to the board.
25. Summon employees of the district to attend such regular or occasion meetings as are deemed necessary to carry out the educational programs of the district.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.

JOB DESCRIPTION
Locator Index: 1.01
Local Superintendent of Schools (continued)

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of administrative personnel.

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index 1.02

Date: _____

Title: 1.02 Assistant Superintendent of Schools

Reports to: Local superintendent of schools

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Exempt

Qualifications:

1. Hold State of Ohio Superintendent Certificate
2. Meet requirements of law and be governed by Ohio law
3. Have administrative experience at the building level
4. Demonstrate aptitude for successful completion of tasks assigned

General Description: The assistant superintendent shall assist the local superintendent in the planning, organization, and operation of the schools in accordance with state standards, county requirements, and district policies and regulations. S/he shall assist the local superintendent with all aspects of the operation of the school district.

Essential Functions:

1. Serve, in the absence of the superintendent, as the chief administrative officer of the school district.
2. Assist in the scheduling, recruiting, interviewing, supervising, and evaluating of all professional and support personnel for the district.
3. Assist with supervision of all special education programs and services (including transportation, personnel, local agencies, etc.), i.e., children identified as gifted and talented, children with learning disabilities, hearing and/or visual impairments, children who are developmentally handicapped, multi-handicapped, or have severe behavioral or emotional handicaps.
4. Serve as hearing officer for complaints under Section 504 of the Civil Rights Act, Title IX, and serve as hearing officer for suspension and expulsion appeals.
5. Supervise support staff positions as assigned by the superintendent of schools.
6. Assist in coordinating the use of school facilities by community groups.

JOB DESCRIPTION
Locator Index: 1.02
Assistant Superintendent (continued)

7. Communicate to the local superintendent the requirements and needs of the school district and assist in the determination of types of programs needed in the district.
8. Promote and supervise a program of professional development for certified staff, and coordinate funding for the program.
9. Oversee the reporting of information through the Educational Management Information System (EMIS).
10. Assist the local superintendent and the treasurer in the preparation of the annual budget, appropriation resolution, and other state and local reports.
11. Serve a leadership role in curriculum planning, proficiency testing and competency-based education programs.
12. Assist with staff negotiations as assigned by the superintendent.
13. Supervise federal assistance programs and develop and submit the annual Consolidated Local Plan (CLP) in collaboration with appropriate personnel and constituents.
14. Assist the superintendent in all areas of the total educational enterprise.
15. Make recommendations to the superintendent that will enhance the effectiveness of the total educational program.
16. Attend board meetings and prepare such reports for the board as assigned by the superintendent.
17. Administer district-wide curriculum development, textbook and resource selection, and continuous improvement evaluation related to curriculum.
18. Assist in the development and publication of all publications and communication for the district as assigned by the superintendent.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.

JOB DESCRIPTION
Locator Index: 1.02
Assistant Superintendent

3. Conduct other duties related to the assistant superintendent's duties as assigned by the local superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the Board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of certified administrative personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
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**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 1.05

Date _____

Title: 1.05 Treasurer

Reports to: Board of education and works in cooperation with the local superintendent

Supervises: Staff of treasurer's office

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Treasurer's Certificate
2. Current requirements of the Ohio Department of Education
3. Valid driver's license

General Description: As secretary for the board of education, the treasurer is required to record and maintain minutes of the board of education meetings and provide such secretarial services as the board may require.

The treasurer has the responsibility of Chief Fiscal Officer of the school district. This includes the receipt, safe keeping of, accounting for, and disbursement of all public funds as required by law and in accordance with board regulations and policies.

Essential Functions:

1. Take oath of office.
2. Furnish the bond in the amount set by the board for the term for which he/she is elected, and which bond must be approved by the board, again by a motion duly made and seconded with a majority favorable vote on the approval.
3. Must file above bond with the president of the board and also file a certified copy with the county auditor of the county in which the school district is located, and if the school district is in two counties, a certified copy with each county auditor in which the school district is located.
4. Such a bond must be payable to the State of Ohio.

JOB DESCRIPTION
Locator Index: 1.05
Treasurer (continued)

5. Attend all board of education meetings and special meetings as requested.
6. Take and maintain minutes of the board of education meetings, and prepare and distribute the minutes of each meeting. In the absence of the treasurer at a meeting of the board, the board shall name one of its members to act as treasurer pro tem.
7. Be responsible for maintenance of an adequate filing system for board business and board transactions.
8. Be responsible for handling of communications and correspondence for the board.
9. Receive all monies belonging to the district; the statutes impose upon the treasurer the duty and responsibility of making all deposits of public funds of the district.
10. Be responsible for preparation of all employee contracts.
11. Along with the president of the board, sign all contracts. Prepare salary notices issued by the board of education and maintain records of retirement contributions.
12. Certify all purchases and requisitions for supplies and services required for efficient operation of the district as required by law, and encumber proper funds.
13. Be responsible for the preparation of all purchase orders, maintenance of files of such orders, receive all invoices, and payment of such.
14. Sign all checks. Under the provisions of law, the treasurer is required to sign all checks issued for the disbursement of school funds. If the treasurer is incapacitated in such a manner that he/she is unable to sign checks, the board may appoint an officer of the district to sign such checks in the capacity of the treasurer.
15. Be responsible for the maintenance of a complete and systematic set of financial records in accordance with State of Ohio statutes and the Auditor of the State of Ohio.
16. Be responsible for the preparation of warrants recording and records of all disbursement of district funds.
17. Be responsible for efficient operation of payroll functions to ensure proper personnel records and maintenance of employee absence records.
18. Serve as official custodian of fiscal records of all federal programs.
19. Prepare all such financial reports as requested by law or requested by the Ohio Department of Education.

JOB DESCRIPTION
Locator Index: 1.05
Treasurer (continued)

20. Render a monthly financial statement to the board.
21. Exercise authorized investment methods for the most advantageous investment return and provide for the safe keeping of invested funds and securities.
22. Keep accounts of all district funds on forms prescribed and approved by the Bureau of Public Inspection and Supervision.
23. Keep records of sick leave, personal leave, and vacation records for all employees.
24. Prepare advertisements of all legal notices concerning board business.
25. Prepare and distribute invoices for the collection of monies owed to the board.
26. In cooperation with the local superintendent and/or designee, obtain and file teaching certificates prior to compensation.
27. In cooperation with the local superintendent and/or designee, develop, present, and file the annual budget and appropriation resolution.
28. Prepare a long-range financial projection for the superintendent and the board's review.
29. Maintain a system of control for inventory of equipment, etc., for the board of education.
30. Act as financial resource person to the board's negotiation team and at all public meetings.
31. Arrange for depository contracts with eligible banking institutions through legal procedures in line with the Uniform Depository Act.
32. Prepare invoices to parents/guardians for tuition fees furnished by the district by the Ohio Department of Education.
33. Provide and share with the administrative staff the responsibility for counseling to staff members in the areas of insurance benefits, retirement provisions, provisions of sick leave policy, and other pertinent information concerning fringe benefits provided by the board.

JOB DESCRIPTION
Locator Index: 1.05
Treasurer (continued)

34. Upon action of the board, prepare and issue written notice of intention not to re-employ certificated and classified (support) staff employees of the board in line with statutory requirements when necessary.
35. Provide general administration of the board insurance program.
36. Prepare necessary paperwork before operating levies and bond issues are put on ballot; manage bond and coupon accounts.
37. Perform other related duties as assigned by the board of education.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.

Terms of Employment:

Salary to be established by the board and contract to be in accordance with 3313.22 O.R.C.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of administrative personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index:1.07

Date _____

Title: 1.07 Teacher/Coordinator-Talented and Gifted Program

Reports to: Principal and director of special services

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Certification as a teacher as per state standards for teaching gifted and talented
2. Experience in working with individualized instruction is desirable but not mandatory
3. Demonstrate aptitude for successful completion of tasks assigned

General Description: To provide each assigned student with the educational program which is appropriate for that child's ability and aptitude.

Essential Functions:

1. Assist in developing appropriate instructional schedule for assigned students.
2. Assist in developing the instructional program for students assigned to the Challenge program, including self-contained units, and 4,5,6 day large group activities.
3. Assist in the identification of students to be included in the program through testing, interviews, teacher in-service, etc.
4. Communicate with parents and organize initial parent orientation meeting.
5. Counsel with parents and students.
6. Counsel with staff.
7. Assist in curriculum development.

JOB DESCRIPTION
Locator Index: 1.07

Teacher/Coordinator-Talented and Gifted Program (continued)

8. Assist in curriculum evaluation.
9. Evaluate pupil progress.
10. Assist in disseminating program information to staff, parents, board of education and community.
11. Participate in the parent group organized for this group of students.
12. Perform all duties common to other teachers and appropriate to this position.
13. Assist in the coordination of the purchase of materials for the gifted program through the review of purchase orders.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the teacher/coordinator's duties as assigned by the local superintendent or assistant superintendent.

Terms of Employment

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

JOB DESCRIPTION
Locator Index: 1.07

Teacher/Coordinator-Talented and Gifted Program (continued)

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index:1.09

Date _____

Title: 1.09 Director of Special Services

Reports to: Local superintendent or designee

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Exempt

Qualifications:

1. Successful experience in special education, school psychology or speech therapy
2. A valid special education, school psychology or speech therapy certificate
3. Appropriate administrative certificate
4. Such alternatives to the above qualifications as the board may deem appropriate and acceptable
5. Demonstrate aptitude for successful completion of tasks assigned

General Description: To ensure that students receive appropriate special education services.

Essential Functions:

1. Coordinate the implementation of federal and state legislation concerning the education to disabled/handicapped students.
2. Maintain required EMIS information related to special and gifted education.
3. Coordinate implementation of the intervention assistance team in each building.
4. Coordinate the MFE and IEP process.
5. Ensure that appropriate services and instructional materials are available to implement IEP goals and objectives.
6. Coordinate services with cooperating school districts and community agencies.

JOB DESCRIPTION
Locator Index: 1.09
Director of Special Services (continued)

7. Coordinate the identification of Challenge students.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the director's duties as assigned by the local superintendent or assistant superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board of education.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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JOB DESCRIPTION
Locator Index: 1.09
Director of Special Services (continued)

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be in accordance with the board's policy on evaluation of certified administrative personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index 2.01

Date _____

- Title:** 2.01 Principal
- Reports to:** Local superintendent of schools and/or assistant superintendent
- Work Activity Classification:** Sedentary
- Employment Status:** Full-time
- FLSA Status:** Exempt
- Qualifications:**
1. State of Ohio Principal's or Superintendent's Certificate
 2. Shall meet requirements of law and be governed by state law wherever applicable
 3. Valid driver's license
 4. Demonstrate aptitude for successful completion of tasks assigned

General Description: Oversee the administration, supervision, and evaluation of all programs and activities, curricular and co-curricular, within his/her building in accordance with board of education policy and Ohio School Law and to provide leadership in the planning and supervision of the educational program.

Essential Functions:

1. Make classroom visits, periodically review teachers' lesson plans, and have follow-up conferences with recommendations to the superintendent.
2. Evaluate building personnel as required by local contract.
3. Maintain good public relations with the community in regard to pupil welfare and school-pupil relationship.
4. Supervise pupil attendance, keeping accurate records, checking with parents, referring problem cases to the superintendent and involving juvenile court as needed.
5. Be responsible for the registration, assignment, promotion or retention of all students assigned within the building.

JOB DESCRIPTION
Locator Index: 2.01
Principal (continued)

6. Communicate clearly with the student body as to the policies and procedures of the building.
7. Maintain high standards of student conduct and enforce discipline as necessary according to board policy and according to due process to the right of students by establishing guidelines for proper student conduct and by maintaining student discipline.
8. Coordinate student discipline, keeping records and issuing forms relative to discipline.
9. Coordinate student bus discipline with the transportation supervisor and bus drivers.
10. Enforce the Ohio Revised Code that establishes policy, age, and immunization requirements.
11. Supervise the operations of the buildings, grounds, and other school property for the health, safety, and well-being of pupils, teachers, and patrons; report needed major building and equipment repairs to the superintendent or director of buildings and grounds.
12. Prepare and submit the building's budgetary requests and monitor expenditures of funds.
13. Be responsible for the requisition of supplies, textbooks, equipment, and other material necessary for the operation of the building through the office of the superintendent.
14. Maintain and complete all reports and records as required by the superintendent, school law, and the Ohio Department of Education.
15. Develop the work (master) schedule and class assignments of all assigned personnel.
16. Be responsible for scheduling meetings of the faculty of his/her building.
17. Foster within the staff of the building a spirit of cooperation, loyalty, understanding of the objectives and philosophy of the school system, and promote a positive working climate.
18. Foster the professional growth of teachers through providing or supporting in-service programs, professional days, workshops, and orientation programs.

JOB DESCRIPTION
Locator Index: 2.01
Principal (continued)

19. Direct, supervise, and evaluate the instructional programs of the school.
20. In conjunction with the staff, evaluate the curriculum and seek improvement of educational programs.
21. Utilize county offices of education.
22. Direct and coordinate the support staff (classified) assigned to the building in conjunction with the appropriate supervisor.
23. Oversee the implementation of disaster plans for the building, including plans for fire drills, tornado drills, safety procedures, and so forth.
24. Oversee the scheduling of special events of the school.
25. Coordinate the implementation of the special education program in conjunction with Special Services.
26. Oversee the observance of state laws pertaining to schools.
27. Be responsible for keeping the superintendent informed concerning all activities in his/her respective building(s).
28. Assist in the hiring of the school's staff.
29. Continue his/her professional growth through activities such as continued education course work, workshops, seminars, and so forth.
30. Perform other related duties as assigned by the local superintendent or assistant superintendent.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the principal's duties as assigned by the local superintendent and/or assistant superintendent.

JOB DESCRIPTION
Locator Index: 2.01
Principal (continued)

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board of education.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation:

Performance of this job will be in accordance with the board's policy on evaluation of administrative personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index 2.01a

Date _____

Title: 2.01a Elementary Principal

Reports to: Local superintendent of schools and/or assistant superintendent

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Principal's or Superintendent's Certificate
2. Shall meet requirements of law and be governed by state law wherever applicable
3. Valid driver's license
4. Demonstrate aptitude for successful completion of tasks assigned

General Description: Oversee the administration, supervision, and evaluation of all programs and activities, curricular and co-curricular, within his/her building in accordance with board of education policy and Ohio School Law and to provide leadership in the planning and supervision of the educational program.

Essential Functions:

1. Make classroom visits, periodically review teachers' lesson plans, and have follow-up conferences with recommendations to the superintendent.
2. Evaluate building personnel as required by local contract.
3. Maintain good public relations with the community in regard to pupil welfare and school-pupil relationship.
4. Supervise pupil attendance, keeping accurate records, checking with parents, referring problem cases to the superintendent and involving juvenile court as needed.
5. Be responsible for the registration, assignment, promotion or retention of all students assigned within the building.

Elementary Principal (continued)

6. Communicate clearly with the student body as to the policies and procedures of the building.
7. Maintain high standards of student conduct and enforce discipline as necessary according to board policy and according to due process to the right of students by establishing guidelines for proper student conduct and by maintaining student discipline.
8. Coordinate student discipline, keeping records and issuing forms relative to discipline.
9. Coordinate student bus discipline with the transportation supervisor and bus drivers.
10. Enforce the Ohio Revised Code that establishes policy, age, and immunization requirements.
11. Supervise the operations of the buildings, grounds, and other school property for the health, safety, and well-being of pupils, teachers, and patrons; report needed major building and equipment repairs to the superintendent or director of buildings and grounds.
12. Prepare and submit the building's budgetary requests and monitor expenditures of funds.
13. Be responsible for the requisition of supplies, textbooks, equipment, and other material necessary for the operation of the building through the office of the superintendent.
14. Maintain and complete all reports and records as required by the superintendent, school law, and the Ohio Department of Education.
15. Develop the work (master) schedule and class assignments of all assigned personnel.
16. Be responsible for scheduling meetings of the faculty of his/her building.
17. Foster within the staff of the building a spirit of cooperation, loyalty, understanding of the objectives and philosophy of the school system, and promote a positive working climate.
18. Foster the professional growth of teachers through providing or supporting in-service programs, professional days, workshops, and orientation programs.

JOB DESCRIPTION
Locator Index: 2.01a
Elementary Principal (continued)

19. Direct, supervise, and evaluate the instructional programs of the school.
20. In conjunction with the staff, evaluate the curriculum and seek improvement of educational programs.
21. Utilize county offices of education.
22. Direct and coordinate the support staff (classified) assigned to the building in conjunction with the appropriate supervisor.
23. Oversee the implementation of disaster plans for the building, including plans for fire drills, tornado drills, safety procedures, and so forth.
24. Oversee the scheduling of special events of the school.
25. Coordinate the implementation of the special education program in conjunction with Special Services.
26. Oversee the observance of state laws pertaining to schools.
27. Be responsible for keeping the superintendent informed concerning all activities in his/her respective building(s).
28. Assist in the hiring of the school's staff.
29. Continue his/her professional growth through activities such as continued education course work, workshops, seminars, and so forth.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the principal's duties as assigned by the local superintendent and/or assistant superintendent.

JOB DESCRIPTION
Locator Index: 2.01a
Elementary Principal (continued)

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board of education.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be in accordance with the board's policy on evaluation of administrative personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 2.02

Date _____

- Title:** 2.02 Assistant Principal
- Reports to:** Principal, assistant superintendent, local superintendent
- Work Activity Classification:** Sedentary
- Employment Status:** Full-time
- FLSA Status:** Exempt
- Qualifications:**
1. State of Ohio Principal's Certificate
 2. Valid driver's license
- General Description:**
1. To cooperatively work with the principal in the maintenance of appropriate instructional and extra-curricular programs for the benefit of students.
 2. To assist the principal by carrying out designated duties in directing the daily activities of the staff and students.
 3. Shall act in the capacity of the principal during his/her absence from duty. The assistant principal shall become familiar with all phases of the school program.
 4. Demonstrate aptitude for successful completion of tasks assigned
- Essential Functions:**
1. Assist the principal in the general administration of the school, including, but not limited to, school transportation, cafeteria, custodial services, and secretarial staff.
 2. Supervise student conduct/discipline by enforcing the Cloverleaf Board of Education's code of conduct.
 3. Supervise student attendance according to the policy in the code of conduct.
 4. Supervise the security of the building during the school day.
 5. Help the principal in the preparation and review of the code of conduct, teachers' handbook, master schedule, and student registration booklet.
 6. Assist the principal in the observation, supervision and evaluation of the staff.

JOB DESCRIPTION
Locator Index: 2.02
Assistant Principal (continued)

7. Assist the principal with the planning and organization of the opening and closing of the school year.
8. Assist the district administrative team in establishing and maintaining positive school/community relations.
9. Assist the high school administrative team in the coverage of extra-curricular activities.
10. Work with the special education director and guidance department in the appropriate placement of students.
11. Perform additional activities as assigned by the building principal.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the assistant principal's duties as assigned by the principal or local superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may

JOB DESCRIPTION
Locator Index: 2.02
Assistant Principal (continued)

require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job shall be evaluated annually in accordance with provisions of the board's policy on administrative personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 2.04

Date _____

Title: 2.04 Athletic Director

Reports to: High school principal

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Certified teacher and/or
2. Such alternative qualifications as the Board may find appropriate
3. Demonstrate aptitude for successful completion of tasks assigned

General Description: Within the framework of general supervision exercised by the superintendent, the athletic director is responsible for conducting athletic activities within each building, activities relating to a specific sport between buildings, and all inter-school athletic activities. The athletic director will aid individual staff members in the athletic program by keeping them aware of new trends, techniques and materials, and bringing professional literature to their attention.

Performance Responsibilities:

1. Represent our middle and high schools at league and O.H.S.A.A. activities as athletic director.
2. Plan and organize programs of public information and/or fund raising, involving activities with approval of the principals and the superintendent.
3. Coordinate scheduling and the use of the athletic facilities of the school system to achieve maximum effective use, grades 5 through 12.
4. Recommend needed improvements in athletic facilities and programs to better serve the students of Cloverleaf.

JOB DESCRIPTION
Locator Index: 2.04
Athletic Director (continued)

5. Supervise coaches at all levels in the various sports programs.
6. Maintain accurate records of individual student participation, achievement records, and awards for all sports at the high school.
7. Prepare all reports, eligibility lists and forms to meet the requirements of the O.H.S.A.A. and the Cloverleaf Board of Education.
8. With the building principals, supervise all programs to ensure that they are in accord with the policies of the Cloverleaf Board of Education, the O.H.S.A.A., and the Suburban League.
9. Supervise arrangements for physical examinations and student accident insurance for athletes.
10. Schedule all non-league contests and prepare contracts between Cloverleaf and competing schools, subject to approval of building principal and coach.
11. Arrange for officials at all scheduled contests and prepare contracts.
12. Purchase needed athletic equipment and keep an accurate inventory of all athletic equipment.
13. Arrange for transportation for athletic teams in cooperation with the transportation supervisor.
14. Arrange for advance ticket sales, programs, publicity releases, team banquets and awards.
15. Arrange for appropriate crowd supervision at athletic events, included needed police assistance.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other duties related to the athletic director's duties as assigned by the principal.

JOB DESCRIPTION
Locator Index: 2.04
Athletic Director (continued)

Additional Working conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

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Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of administrative personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 3.01

Date: _____

Title: 3.01 Transportation Supervisor

Reports to: Local superintendent

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Exempt

- Qualifications:**
1. High school graduate or equivalent with good moral character
 2. Strong organizational skills
 3. Ability to work cooperatively with others
 4. Working knowledge of transportation safety rules and regulations as outlined by the Ohio Department of Education Division of Pupil Transportation
 5. Sound understanding of finance, budgeting and accounting procedures
 6. Basic understanding of computers and technology and willingness to implement these tools to enhance daily operation of the transportation department
 7. Leadership qualities
 8. Public relations skills
 9. Valid Class B CDL with School Bus and Passenger endorsement
 10. Previous experience in the transportation field preferred
 11. Demonstrate aptitude for successful completion of tasks assigned

General Description: To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extra-curricular activities offered by Cloverleaf School District. Oversee purchasing, maintenance and routing of school buses, scheduling special trips, supervising drivers, and maintaining and promoting community and staff relations.

Essential Functions:

1. Administer the transportation program in accordance with policies, rules and regulations established by the board or superintendent.

JOB DESCRIPTION
Locator Index: 3.01
Transportation Supervisor (continued)

2. Supervise the assistant transportation supervisor, head mechanic and subordinates and bus drivers in everyday duties and responsibilities with the OAPSE contract parameters.
3. Designate school bus stops based upon efficiency of operation and safety.
4. Provide, insofar as possible, safe school buses by:
 - a. Assuring that all school buses meet or exceed the “Ohio School Bus Minimum Standards” in effect at the time of purchase.
 - b. Providing a quality, continuing maintenance program.
 - c. Providing for pre-inspection and completion of Form T30 (O.D.E.) for all school buses before the annual Ohio State Highway Patrol inspection.
 - d. Presenting all school buses for the annual Ohio State Highway Patrol inspection.
 - e. Providing for regular local safety inspections and immediate correction of all deficiencies noted.
5. Be responsible for recommending qualified applicants to the board for employment as drivers, mechanics or substitutes.
6. See that all school bus drivers are instructed as to routes, time schedules, duties, laws, regulations and school district policies related to pupil transportation.
7. Be responsible for seeing that all drivers meet the requirements of the laws of Ohio and the regulations of the Ohio Department of Education before driving a bus to transport pupils.
8. Make arrangements for the basic bus driver’s educational in-service program and provide periodic safety meetings for all drivers.
9. Maintain a school district map or route description system indicating all routes, pick up points, the grade and schools of attendance, a route time schedule and so forth.
10. See that the transportation department personnel attend one annual county sponsored safety workshop.

11. Be responsible for maintaining accurate records of:
 - a. vehicle inventory
 - b. daily miles traveled
 - c. students transported
 - d. annual operating costs by vehicles for the regularly scheduled trips
 - e. driver physicals
 - f. purchase orders as provided by head mechanic and assistant transportation supervisor
 - g. any other records required by the state or the superintendent
 - h. drug testing
12. Be responsible for maintaining records of annual miles and costs of non-routing use of school buses.
13. Provide all information as required by the Ohio Department of Education and completion of Ohio Department of Education required annual reports.
14. Report to the superintendent information of present or anticipated deficiencies.
15. In conjunction with the school principals, advise parents when it becomes necessary to refuse transportation to a pupil, giving full explanation for the action.
16. Coordinate the efforts of mechanics and drivers to ensure maximum efficiency and utilization of school vehicles.
17. Assist the superintendent in determining the safety and appropriateness of school closing or early dismissals due to inclement weather.
18. Prepare all accident reports in conjunction with the involved driver and report such accidents to the superintendent and the State of Ohio.
19. Evaluate drivers and all other subordinates on a regular basis, according to board policy.
20. Investigate parent complaints and follow up with appropriate people (parent, administrator, teacher, etc.)
21. Make periodic on-site inspections of buses.
22. Provide department budget requirements on a yearly basis.

23. Perform all other such duties as assigned by the superintendent of schools.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practices of ethical principles and democratic values.
3. Conduct other duties related to the supervisor's duties as assigned by the assistant superintendent or local superintendent of schools.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional operation of a bus, truck, or vehicle under inclement weather conditions.

Terms of Employment:

Salary and work year to be established by the board.

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Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of classified administrative personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	<50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 3.01a

Date: _____

Title: 3.01a Assistant Transportation Supervisor

Reports to: Transportation supervisor

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA: Exempt

Qualifications:

1. High school graduate or equivalent with good moral character
2. Strong organizational skills
3. Ability to work cooperatively with others
4. Working knowledge of transportation safety rules and regulations as outlined by the Ohio Department of Education Division of Pupil Transportation
5. Basic understanding of computers and technology and willingness to implement these tools to enhance daily operation of the transportation department
6. Leadership qualities
7. Public relations skills
8. Experience in a transportation office preferred
9. Experience in radio communications and dispatching
10. Demonstrate aptitude for successful completion of tasks assigned

General Description: To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extra-curricular activities offered by the Cloverleaf School District. Assist with purchasing, maintenance and routing of school buses, scheduling special trips, supervising drivers in the absence of the transportation supervisor, and maintaining appropriate student records.

Essential Functions:

1. Assist the transportation supervisor in the administration of the transportation program in accordance with policies, rules and regulations established by the board and/or superintendent.
2. Post and assign all field trips.

JOB DESCRIPTION
Locator Index: 3.01a
Assistant Transportation Supervisor (continued)

3. Designate and adjust school bus stops and routes based upon efficiency of operations, schedules and safety. Work with drivers to assure scheduling, efficiency and safety.
4. Assist transportation supervisor in instructing drivers as to routes, time schedules, duties, laws, regulations and school district policies related to pupil transportation.
5. Supervise the maintenance of the school district map or route description system indicating all routes and stops.
6. Supervise the maintenance of the database in the EDULOG Program for all necessary student information regarding transportation and provide drivers with the necessary information regarding those students and their stops.
7. Assist the transportation supervisor in the maintenance of all records and required reports pertinent to the efficient operation of the transportation department and required by the state and/or the superintendent.
8. Assist parents with transportation issues in order for them to be assured the safety of their students on Cloverleaf buses.
9. Assist transportation supervisor with coverage for all routes and field trips.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the assistant transportation supervisor's duties as assigned by the transportation supervisor, assistant superintendent or local superintendent of schools.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

JOB DESCRIPTION
Locator Index: 3.01a
Assistant Transportation Supervisor (continued)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of classified administrative personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 3.03

Date _____

Title: 3.03 Director of Food Services

Reports to: Building principals and superintendent or director of business affairs.

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Exempt

Qualifications:

1. Demonstrate aptitude for successful performance of the tasks listed
2. Two year's experience as a head cook/cafeteria manager or bachelor/s degree with a major in home economics, dietetics or nutrition
3. Demonstrate aptitude for successful completion of tasks assigned

General Description: To provide each school child with food of highly nutritious quality in an atmosphere of cleanliness, cheerfulness and personal caring, to operate a program that is financially sound, to facilitate nutrition education, and to supervise all subordinate employees.

Essential Functions:

1. Administer the school district lunch program.
2. Administer the cafeterias in accordance with the policies, rules and regulations established by the board of education or the superintendent.
3. Present to the superintendent such information as is needed in the formulation of cafeteria policies. Be responsible for formulating rules and regulations governing the conduct of the cafeteria workers. Set rules and regulations governing the responsibilities of all cafeteria workers, making certain that they are not in conflict with the board of education policies, administrative rules and regulations or State of Ohio codes.

JOB DESCRIPTION
Locator Index: 3.03
Director of Food Services (Continued)

4. Be responsible for preparing reports as required by the State of Ohio and any other reports requested by the superintendent or treasurer.
5. Use school requisition forms for purchases of foods and supplies.
6. Maintain adequate supplies without over-stocking.
7. Oversee the preparation of foods, making certain that foods are adequately cooked and that cooking equipment, floors, etc., are kept clean.
8. Perform such other duties as may be given from time to time by the superintendent.
9. Establish policies for, plan, organize, implement budgets for, and supervise all phases of the food services program.
10. Interview, screen and recommend appointment of cafeteria managers.
11. Standardize personnel policies and levels of cleanliness, health and safety.
12. Administer personnel policies and evaluate cafeteria managers.
13. Keep all employees informed about changes in operating regulations, foods, technology, etc.
14. Be prepared to respond to any day-to-day crises associated with school food service.
15. Make supervisory visits to all school cafeterias.
16. Operate a program of central purchasing for all cafeterias, particularly for high-volume items such as grain products, milk, canned goods and other items where volume purchases result in significantly lower prices.
17. Prepare specifications and bid conditions for all items requiring such bids by law or board policy.
18. Make application for government surplus food for school cafeteria use and direct its distribution and transfer.
19. Standardize cafeteria accounting procedures in cooperation with the district treasurer's office. Develop and manage centralized system-wide mechanized accounting procedures for the food service operations.
20. Review and evaluate all requests and recommendations for purchase of new and replacement equipment.

JOB DESCRIPTION
Locator Index: 3.03
Director of Food Services (Continued)

21. Plan menus and supervise the preparation of those meals at all schools.
22. Make applications for federal subsidies.
23. Provide assistance and suggestions for the preparation and serving of government surplus foods.
24. Conduct annual reviews of at least two-thirds of the school lunchrooms.
25. Inspect school lunch facilities and operations to insure that standards of diet, cleanliness, health and safety are being maintained.
26. Standardize prices charged for various types of lunches, including the price of milk.
27. Standardize, as much as possible, the size of portions served as related to lunch types.
28. Assist principals and teachers in the instructional phases of the lunchroom program and in the classroom instructional units pertaining to nutrition.
29. Keep patrons and the public informed of the menus and services offered by the school cafeterias and of the health and educational benefits gained by children through participation in the school food service program.
30. Consult, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers.
31. Prepare and administer the departmental budget.
32. Conduct training programs for managers and other school food service employees.
33. Perform other duties related to the supervisor's position as assigned by the superintendent, or assistant superintendent.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.

JOB DESCRIPTION
Locator Index: 3.03
Director of Food Services (continued)

3. Conduct other duties related to the principal's duties as assigned by the local superintendent and/or assistant superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrators or through contract service evaluation procedures.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 3.04

Date _____

Title: 3.04 Director of Buildings and Grounds

Reports to: Superintendent or director of business affairs

Work Activity Classification: Medium

Employment Status: Full-time

FLSA Status: Exempt

Qualifications:

1. High school diploma
2. Demonstrate success in performing tasks of type listed below
3. Additional qualifications as the board may find appropriate
4. Demonstrate aptitude for successful completion of tasks assigned

General Description: To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

Essential Functions:

1. Develop and maintain a working Preventive Maintenance Program.
2. Examine school buildings on a regular basis for needed repairs and maintenance.
3. Establish and recommend priorities on repair projects.
4. Lay out and inspect work completed by maintenance helpers and custodians.
5. Develop a system for dealing with emergency repair problems with efficiency.
6. Order materials, supplies and equipment for purchase on the proper requisition form.
7. Consult with building principals about the work of the building custodians.
8. Establish and administer schedules and procedures for the ongoing care of all schools.

JOB DESCRIPTION
Locator Index: 3.04
Director of Buildings and Grounds (continued)

9. Be responsible for monitoring and maintaining all maintenance department budgets.
10. Maintain an appropriate inventory of all supplies and equipment, due in treasurer's office the first of each school year.
11. Establish and supervise summer cleaning, maintenance programs, preventive maintenance program, contracted services.
12. Inspect and maintain security alarm systems.
13. Inspect and maintain all fire alarm systems and fire extinguishers on a regularly scheduled basis.
14. Supervise all custodian, with principals, and make recommendations for re-employment.
15. Interview, train and make recommendations for employment of employees.
16. Assign all custodians to respective buildings as deemed best, subject to the final approval of the superintendent.
17. Provide for a continuous in-service education of all custodians and maintenance helpers, subject to the final approval of the superintendent.
18. Be responsible for maintaining and issuing keys to custodians and maintenance helpers and school employees.
19. Be directly responsible for treating and testing the water for the boilers. Post and display a copy of the directions for the treatment and testing of the boiler water.
20. Establish, administer and supervise as required for the EPA programs, asbestos program, water system and sewer system.
21. Regularly inspect all boilers and follow the recommendations from the State Boiler Inspector and see to the proper care and operation of the boilers.
22. Regularly schedule and maintain all building HVAC automation systems.

JOB DESCRIPTION

Locator Index: 3.04

Director of Buildings and Grounds (continued)

23. Instruct all custodians as to the proper operation and testing of boiler water and administer treatment to the boilers.
24. Establish and supervise necessary painting and general repairs to plumbing, electrical, carpentry and general mechanical areas.
25. Keep the athletic fields and all grounds in proper condition.
26. Consult with building principals regarding the maintenance needs of individual buildings.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practices of ethical principles and democratic values.
3. Conduct other duties related to the director's duties as assigned by the superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissues.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

JOB DESCRIPTION

Locator Index: 3.04

Director of Buildings and Grounds (continued)

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of classified administrative personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 3.04a

Date _____

Title: 3.04a Assistant Director of Buildings and Grounds

Reports to: Director of buildings and grounds, superintendent

Work Activity Classification: Medium

Employment Status: Full-time

FLSA Status: Exempt

Qualifications:

1. High school diploma or equivalent
2. Demonstrate success in performing tasks of the type listed below
3. Ability to read basic operating and work schedule instructions and write reports
4. At least four years' experience in maintenance work
5. Basic knowledge of maintenance work, i.e., plumbing, glass, minor electrical and basic wiring, rough carpentry, etc.
6. Knowledge of boiler and HVAC systems, and has had boiler operator's training
7. Obtain a license of certification, as required or needed
8. Demonstrate aptitude for successful completion of tasks assigned
9. Develop and project a positive team-like, professional manner
10. Such additional qualifications as the board may find appropriate
11. Demonstrate aptitude for successful completion of tasks assigned

General Description: To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times, with the approval of the director of buildings and grounds and within budget specifications.

Essential Functions:

1. Make and assist with repairs to buildings and grounds and direct repair projects to maintenance helpers when necessary.
2. Prepare and submit to the director of buildings and grounds recommended priorities for repair projects and write work orders.

JOB DESCRIPTION
Locator Index. 3.04a

Assistant Director of Buildings and Grounds (continued)

3. Prepare and submit to the director of buildings and grounds a cost analysis of all major projects before work commences.
4. Meet with the director of buildings and grounds on a daily scheduled basis to discuss projects.
5. Assist the director of buildings and grounds on major jobs which require outside contracts, as needed.
6. Obtain cost of materials, supplies and equipment to be purchased on the proper order form, with the approval of the director of buildings and grounds.
7. Maintain a home phone number in order to be on call of emergencies, as needed.
8. Establish maintenance work orders and schedule work orders through the computer system, with the approval of the director of buildings and grounds.
9. Order materials, supplies, parts and equipment; receive and check order for accuracy. Send to corresponding buildings or put in stock and record inventory on appropriate forms.
10. Maintain on schedule the preventive maintenance program.
11. Answer to alarm calls when they occur.
12. In the absence of the director of buildings and grounds, maintain the responsibilities of his/her duties, as needed.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practices of ethical principles and democratic values.
3. Conduct other duties as assigned by the Director of Buildings and Grounds.

Additional Working Conditions:

JOB DESCRIPTION
Locator Index. 3.04a
Assistant Director of Buildings and Grounds (continued)

1. Occasional exposure to blood, bodily fluids and tissues.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of classified administrative personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 3.05

Date _____

Title: 3.05 Director of Cloverleaf Recreation Center

Reports to: Superintendent

Work Activity Classification: Light

Employment Status: Supplemental Position Only

FLSA Status: Non-exempt

Qualifications:

1. Appropriate State of Ohio certification
2. Demonstrate aptitude for successful completion of tasks assigned.

General Description: The Director will perform administrative, supervisory, and professional work in the planning, development and operation of the recreation center for the public school and community.

Essential Functions:

1. Oversees the preparation and management of the annual budget for recreation program functions.
2. Communicate through written memos, email, and meetings. Issue written and oral directions and examine for conformance of policies and procedures.
3. Lead meetings on the Recreation Center Steering Committee.
4. Oversee the management of programming, marketing, and public inquiries regarding athletic leagues and programs.
5. Oversee the management of positive public relations.
6. Maintain harmony among staff and resolve grievances.
7. Oversees the coordination of facilities and programs with department staff and other agencies and organizations.

JOB DESCRIPTION
Locator Index:
Director of Cloverleaf Recreation Center (continued)

8. Oversee a 3-5 year strategic vision for the recreation center.
9. All other duties as assigned.

Other Duties and Responsibilities:

1. Serve as a role model for students, staff and community members as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Stipend to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of certified personnel.

Adoption date: August 12, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 3.06

Date _____

Title: 3.06 Comprehensive Facilities Planner

Reports to: Superintendent

Work Activity Classification: Sedentary

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Principal, Superintendent, or Business Manager License
2. Shall meet requirements of law and be governed by state law wherever applicable
3. Demonstrate aptitude for successful completion of tasks assigned

General Description:

Works under direction of the Superintendent in coordinating, planning, organizing, directing, and monitoring of the school district's development and implementation of a comprehensive facilities plan.

Essential Functions:

1. Receives direction from the Superintendent in completing comprehensive planning assignments.
2. Develops and implements comprehensive planning goals, objectives, policies and procedures.
3. Directs preparation of the comprehensive plan inclusive of recommendations related to land use, transportation, public facilities, housing, economic growth and development, neighborhood stabilization, quality of life, civic engagement, and budget impact.
4. Coordinates and works with other School Administrators, Directors, stakeholders, consultants, contractors, and community leaders to meet established objectives relevant to the comprehensive facilities plan and to discuss planning-related issues.

JOB DESCRIPTION
Locator Index: 3.06
Comprehensive Facilities Planner cont.

5. Determines resource needs and allocation of resources and accounts for their effective use.
6. Monitors and keeps abreast of government compliance and standards with planning laws and ordinances.
7. Manages and conducts the participation in planning studies and collection of planning data and presents findings and recommendations to the Superintendent.
8. Attends and conducts meetings to make presentations regarding planning activities.
9. Evaluates and prepares various planning reports and metrics by analyzing results to recommend improvements to the comprehensive plan.
10. Creates and compiles various reports by utilizing various Microsoft or Google applications for management to review and analyze.
11. Interacts and communicates verbally and in writing with Superintendent, School Administrators, and Directors.

Other Duties and Responsibilities:

1. Conduct other duties related to the director's duties as assigned by the superintendent.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or

JOB DESCRIPTION
Locator Index: 3.06
Comprehensive Facilities Planner cont.

denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of classified administrative personnel.

Adoption Date: August 8, 2016

**Cloverleaf Local Schools
Job Description**

Date _____

Title: 4.01 Executive Secretary

Reports to: Superintendent

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

The executive secretary must have considerable knowledge of modern office practices, procedures and equipment. This includes knowledge of business English, grammar, spelling, vocabulary, punctuation, arithmetic, school/department programs, organization, operations and specialized procedures, and record keeping. Additional skills include word processing, spreadsheet and/or database programs, accessing student and employee information within electronic systems, and use of standard office machinery. The employee is expected to perform independently, exercise initiative and judgment in planning and organizing work, completing assignments, and handling routine and unusual problems.

Summary of Position:

The position requires performance of highly confidential, complex and diversified office support work of moderate to considerable difficulty involving executive level secretarial support. The position requires considerable knowledge of District policies, regulations, and functions to provide support to the Superintendent and the Director of Curriculum and Instruction so both may devote maximum attention to the central problems of their respective responsibilities. Some evening work is required.

Responsibilities and Essential Functions:

1. Assist in the preparation of agendas, maintaining annual list of standing or recurring agenda items, setting forth all known items of business to be considered at Board meetings and deliver meeting materials to Board members at least five days prior to meetings.

2. Utilize excellent people and communications skills during frequent contact with vendors, administrators, school board members, teachers, other district staff, parents, and general public.
3. Maintain Policy Manual on site, within school sites, and on website. Track policies needing review and maintain original revision files electronically.
4. Prepare correspondence, reports, notices, and other materials often involving technical or legal terminology and requiring a high degree of precision.
5. Prepare all correspondence and maintain file for student expulsions each year.
6. Maintain a regular filing system and process incoming correspondence as necessary.
7. Maintain personnel files for all certified staff members.
8. Organize, plan, and communicate District programs (New Family Dinner, Employee Recognition Banquet, Arts Expo)
9. Place and receive telephone calls and record messages.
10. Maintain a schedule of appointments and make arrangements for conferences and interviews.
11. Use initiative in making suggestions and accomplishing tasks that will assist in the efficient operation of Central Office.
12. Plan and conduct secretary meetings
13. Prepare and maintain applications and resumes, seniority lists, job postings, substitute lists, and distribute when appropriate.
14. Order and maintain supplies as needed.
15. Other duties as directed.

Additional Working Conditions:

1. Generally sedentary physical activity in a normal office environment is to be expected. Some evening work is required.
2. Occasional interaction among unruly students.

Terms of Employment

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of classified administrative personnel.

Re-approval date: February 27, 2017

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee’s own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee’s own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee’s ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee’s ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.02

Date _____

Title: 4.02 Administrative Secretary

Reports to: Assistant superintendent and/or superintendent

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. High school graduate
2. Working knowledge of basic office procedures and the operation of common office equipment and machines
3. High moral character, and good attendance
4. Demonstrate aptitude for successful completion of tasks assigned

General Description: To assure the smooth and efficient operation of the superintendent's office so that the office's maximum positive impact on the education of children and the community can be realized.

Essential Functions:

1. Perform the usual office routines and practices associated with the administrative office--mail/correspondence, phone calls, purchase orders, appointments, etc.
2. Type grant applications and forms as requested by the assistant superintendent. Perform secretarial duties for Title I, Professional Development, and Eisenhower Grants.
3. Type purchase orders as requested by district prevention specialist.
4. Process professional meeting applications for the district staff. Provide documentation to the applicant, treasurer's office, building principal, and substitute calling secretary.
5. Perform secretarial duties for Summer School. Prepare and distribute brochure, register students, deposit receipts, provide assistance to the summer school

JOB DESCRIPTION
Locator Index: 4.02
Administrative Secretary (continued)

administrator in obtaining staff and supplies, prepare all necessary forms, fill copy requests from teachers and administrator, mail grade cards to students and home schools, and maintain records of student attendance and grades.

6. Arrange for hepatitis and blood-borne pathogens training sessions, schedule injections, and maintain records in compliance with hepatitis and blood-borne pathogens requirements.
7. Arrange for health screenings for district employees.
8. Compile, copy and distribute the district personnel directory.
9. Provide billing assistance to the Community Education Latchkey Program.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the secretary's duties as assigned by the executive secretary, assistant superintendent and/or superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a

JOB DESCRIPTION
Locator Index: 4.02
Administrative Secretary (continued)

certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of classified administrative personnel.

Re-adoption Date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.03

Date: _____

Title: 4.03 Transportation Secretary

Reports to: Transportation supervisor and assistant transportation supervisor

Work Activity Classification: Sedentary

Employment Status: Part-time

FLSA Status: Non-exempt

Qualifications:

1. A reasonable degree of proficiency in typing (at least 40 wpm) and word processing/data entry
2. Working knowledge of basic office procedures and operation of common office equipment and machines
3. General knowledge of computers, word processing and data entry
4. Ability to learn EDULOG Program
5. At least eighteen years old
6. High moral character and good attendance record
7. Demonstrate aptitude for successful completion of tasks assigned

General Description: Perform secretarial duties that will enhance and assure the smooth, efficient operation of the transportation office. Maintain student information, routing, maintenance and inventory.

Essential Functions:

1. Perform the usual office routines and practices associated with a busy, yet productive and smoothly run transportation office.
2. Receive and route all incoming calls.
3. Maintain student reports and busing information for all Cloverleaf students; process changes and adjustments in addresses and bus assignments.
4. Maintain maintenance and inventory data.

JOB DESCRIPTION
Locator Index: 4.03
Transportation Secretary (continued)

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other duties related to the transportation secretary's duties as assigned by the transportation supervisor, assistant transportation supervisor, assistant superintendent and local superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

JOB DESCRIPTION
Locator Index: 4.03
Transportation Secretary (continued)

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of classified personnel.

Re-adoption date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: 4.06 Assistant Treasurer

Reports to: Treasurer

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Associate Degree in Applied Business Science
2. Accounting/bookkeeping experience
3. Computerized accounting systems & Software
4. Proficient knowledge of Excel
5. Operational knowledge of MS Office Suite
6. Experience in a professional office setting
7. Excellent calculator and keyboarding skills
8. Demonstrates human relations/public relations skills
9. Knowledge of general office equipment operation

General Description: Accurate and timely completion of required duties

Essential Functions:

1. Serves as Assistant to the Treasurer.
2. Understanding and maintaining confidentiality is an absolute necessity.
3. Responsible for day-to-day organization and operation of staff duties in the Treasurer's Office.
4. Enters receipts and charge off expenses into the computer.
5. Balances receipts from bank to information obtained via internet.
6. Records non-sufficient funds account closure, and returned checks.
7. Creates journal entries for Treasurer's approval.
8. Reconciles books monthly and prepares reports. Works with bank representative to correct encoding errors and problems.
9. Process appropriation modifications per administrators request.

10. Create fund numbers for new student activity funds and/or new funds.
11. Maintains student activity accounts.
12. Build and monitor budgets for all local, state, and federal grants. Prepare cash requests and final expenditure reports for all local, state, and federal grants. Keep Superintendent, Treasurer, and Directors informed on status of grants so deadlines can be met.
13. Post payroll and Medicare to accounting.
14. Transfer funds to payroll bank account.
15. Maintains employee salary information. Prepares employee contracts and salary notices.
16. Oversee purchase order process to ensure adequate funds and proper coding.
17. Oversee inventory process to ensure proper accounting for fixed assets.
18. Prepares invoices.
19. Oversee and maintain worker's compensation claims. Process annual worker's compensation reports and payment.
20. Annually determine which records can be disposed of according to records retention rules. Package records and complete the report, including the space these records took. Have report approved by committee and forward to Records Commission on state level for approval to destroy. Dispose of records after approval is given.
21. Prepare Board meeting minutes.
22. Administer the health insurance plan, including COBRA.
23. Communicate all accounting updates to staff.
24. Gathers data for auditors and follow up with inquiries.
25. Assist Treasurer in development and implementation of internal accounting controls and policy.
26. Processes construction vouchers, maintain construction records, and assist the Treasurer with reconciling construction expenditures.
27. Respond to department inquires in a timely fashion.

28. Attends user group meetings for payroll and accounting.
29. Make semi-annual recommendations for improved efficiency of operations.
30. Be willing to assist other treasurer's or business staff personnel.
31. Keep apprised of the complete operation of the school district.
32. Understand Board Policy in regards to the position.
33. Make the Treasurer aware of any significant problems.
34. Maintain open communications with office staff.
35. Provide backup for all treasurer's office staff during absences and overload.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the Assistant Treasurer's duties as assigned by the Treasurer.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary to be established by the Board.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified administrative personnel.

Re-adoption Date: May 19 2009

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.06a

Date _____

Title: 4.06a Assistant to the Treasurer

Reports to: Treasurer, local superintendent

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. High school diploma
2. Working knowledge of bookkeeping
3. Possess a diversified knowledge of the various positions in the treasurer's office
4. Working knowledge of USAS and USPS
5. Demonstrate aptitude for successful completion of tasks assigned

General Description: Accurate and timely completion of required duties

Essential Functions:

1. Responsible for day to day organization and operation of staff duties in the Treasurer's Office.
2. Deposit moneys that come into the treasurer's office, do receipts, and post. Charge off expenses.
3. Receive deposit receipts from the bank. Check and file by school and source. At the end of the month, add deposits by school and source. Check against pink receipts from each school or manager.
4. Post receipts that were deposited by each school secretary, faculty manager, Community Education Director and Recreation Center Director at the end of each month.
5. Reconcile financial books each month. This includes balancing with the bank, printing and filing reports for treasurer's office files and printing school office reports. Process fiche for records at fiscal year and calendar year end.

JOB DESCRIPTION
Locator Index: 4.06a
Assistant to the Treasurer (continued)

6. Process purchase orders after approval of superintendent and treasurer. This includes checking to make sure money is available in the account and that the correct account is used. Distribute inventory sheets and tags for equipment. Mail or fax purchase orders.
7. Process professional leave forms, including keeping a record of substitutes and expenses used from grants, putting account numbers on forms coming out of grants. Process expense reimbursements turned in for payment.
8. Check board meeting minutes for clarity before they are printed for the minute book.
9. Keep track of information that could affect the Workers' Comp report.
10. Process biweekly payroll deduction checks. This includes the electronic phone transfer of federal taxes, Medicare, FICA and state taxes. Make copies of deduction reports to go with checks and copies of reports to go to union officers for dues. Double check deductions for local taxes and file the correct tax forms to be returned for local taxes, some monthly and some quarterly. Complete federal and state quarterly returns. Correct and send annuity billings with checks. Post Medicare on computer. File payroll reports.
11. Prepare monthly STRS and SERS reports to send with checks and make copies of STRS and SERS forms for employee files.
12. Assist with getting information for auditors.
13. Annually determine which records can be disposed of according to records retention rules. Package records and complete the report, including the space these records took. Have report approved by committee and forward to Records Commission on state level for approval to destroy. Dispose of records after approval is given.
14. Set up grants received by the district. Calculate salary and fringe benefits and prepare accounting numbers according to each grant. Keep track of budgets to make sure accounts are not overspent. Request cash on grants that apply and do final expenditure reports for grants that have that requirement. Make sure each grant has copies of necessary paperwork needed for audit and copies of all warrants paid for each grant. Charge off fringes on grants where salary and fringes are deducted. Keep assistant superintendent, treasurer, and directors informed on status of grants, so deadlines can be met.

JOB DESCRIPTION
Locator Index: 4.06a
Assistant to the Treasurer (continued)

15. Prepare invoices for printing done by printing department. Type purchase orders for services needed to complete printing jobs that cannot be done by printing department.
16. Prepare invoices for substitute and bus trip reimbursements and also damages done to buildings by students.
17. Verify information on sales project forms to make sure correct invoice information was used and deposits total correctly for that sale. Verify that a profit was made.
18. Process refund checks and post on computer.
19. Assist treasurer in development and implementation of internal accounting controls and policy.
20. Provide backup for all treasurer's office staff during absences and overload.
21. Assist treasurer when needed.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the treasurer's assistant's duties as assigned by the treasurer and/or local superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy

JOB DESCRIPTION
Locator Index: 4.06a
Assistant to the Treasurer (continued)

or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of classified administrative personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.07

Date: _____

Title: 4.07 Payroll Clerk

Reports to: Treasurer

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. High school diploma
2. Typing skills
3. Ability to read and interpret financial data from computer reports
4. Payroll experience desirable
5. Demonstrate aptitude for successful completion of tasks assigned

General Description: To process payroll in a timely manner. Update employee records as needed. Assist the treasurer in salary computations.

Essential Functions:

1. Maintain all employee records, in files and on computer.
2. Compute salaries.
3. Maintain deduction records.
4. Process timesheets.
5. Process payroll biweekly, including deduction checks and electronic deposits.
6. Maintain sick leave, personal leave, and vacation leave records.
7. Prepare monthly financial data for food service department.
8. Do general filing of payroll forms and earnings records.

JOB DESCRIPTION
Locator Index: 4.07
Payroll Clerk (continued)

9. Mail employee contracts.
10. Provide salary information to lending institutions.
11. Open, sort and distribute all mail.
12. Collect for personal phone calls.
13. Prepare quarterly OBES report.
14. Perform additional duties as requested by the treasurer.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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JOB DESCRIPTION
Locator Index: 4.07
Payroll Clerk (continued)

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of administrative personnel.

Re-adoption date: June 16, 2014

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.08a

Date _____

Title: 4.08a Accounts Receivable Bookkeeper (part-time)

Reports to: Treasurer
Department Supervisor(s)

Work Activity Classification: Sedentary

Employment Status: Part-time

FLSA Status: Non-exempt

Qualifications:

1. Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred.
2. Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field preferred.
3. Computer skills including Office, Excel and Word
4. Working knowledge of standard office machines required
5. Communication and interpersonal skills
6. Possession of the knowledge, skills and abilities to perform the essential functions of the position
7. Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

General Description:

Provide skillful and productive operation of the office in order to assure a positive impact on the Cloverleaf Local School District's educational program and students' success.

Essential Functions:

1. Performs various office management tasks
2. Operates computers, copiers, office machinery and equipment with a high degree of skill
3. Maintains files/records, confidential and general correspondence, memos, statistical data, reports and other office forms as assigned
4. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
5. Deals courteously with visitors, parents, students , and staff
6. Responds in a timely manner to informational requests
7. Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established
8. District policies and procedures
9. Demonstrates good safety practices and adheres to all District rules, regulations and policies
10. Performs other duties as assigned in order to carry out functions of the office

Other Duties and Responsibilities:

1. Assists with the processing of accounts receivable
2. Maintains budget records
3. Compiles and reconciles monthly financial statements
4. Reconciles actual activity funds, verifies expenditures, maintains accurate activity receipts and monies
5. Balance bank accounts and prepares monthly receipts
6. Performs other responsibilities as necessary to carry out the functions of the office

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

JOB DESCRIPTION
Locator Index: 4.08a
Accounts Receivable Bookkeeper (part-time) (continued)

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of classified administrative personnel.

Adoption Date: July 22, 2013
Re-Adoption Date: September 28, 2015

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION

Locator Index: 4.09

Date _____

Title: 4.09 Accounts Payable Bookkeeper (full-time)

Reports to: Treasurer

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. High school diploma
2. Typing and keypunching skills
3. Ability to read and interpret financial data from computer reports
4. Bookkeeping experience
5. Demonstrate aptitude for successful completion of tasks assigned

General Description: To keep all accounts payable current and to process an accurate check run.

Essential Functions:

1. Receive all invoices and statements and verify accuracy.
2. Receive all purchase orders; match (yellow) approvals with (pink) encumbered and invoices.
3. Contact secretaries to verify discrepancies.
4. Correspond with vendors to correct errors.
5. Process checks at least twice a month. Print, send and run copies for federal projects. Process inventory forms.
6. Post workbook information and calculate costs.
7. Process "in lieu of" transportation forms.
8. Process annual gravel allowance payments.
9. Process manual checks as needed.

JOB DESCRIPTION
Locator Index: 4.09
Accounts Payable Bookkeeper (full-time)

10. Track and verify county technology hours and county AV repairs.
11. Coordinate final grant payments with assistant treasurer.
12. Update vendor check information based on billings received.
13. Process tax exemption forms as needed.
14. Process credit references.
15. Type monthly purchase orders.
16. Keep a file of all maintenance agreements.
17. Verify and track administrative professional dues allowance.
18. Perform other duties related to the bookkeeper's position as assigned by the treasurer.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practices of ethical principles and democratic values.
3. Conduct other duties related to the accounts payable bookkeeper's position as assigned by the treasurer or superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, body fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification

JOB DESCRIPTION
Locator Index: 4.09
Accounts Payable Bookkeeper (full-time)

address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of administrative personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION

Locator Index: 4.10

Date _____

Title: 4.10 Accounts Payable Bookkeeper (part-time)

Reports to: Treasurer

Work Activity Classification: Sedentary

Employment Status: Part-time

FLSA Status: Non-exempt

Qualifications:

1. High school diploma
2. Typing and keypunching skills
3. Ability to read and interpret financial data from computer reports
4. Bookkeeping experience desirable
5. Demonstrate aptitude for successful completion of tasks assigned

General Description: Timely encumbering of purchase orders. Keep filing current and orderly. Maintain and balance insurance records with payroll department and insurance companies. Maintain inventory records.

Essential Functions:

1. File green purchase orders numerically, pink purchase orders by vendor, and yellow purchase orders by voucher number.
2. Maintain vendor file and W-9 files.
3. Encumber purchase orders. Put cross reference and vendor numbers on purchase orders. Add new vendors to file as needed and attach W-9 to purchase order.
4. Encumber direct payment items: mileage, officials, security, utilities. Look up accounts, cross reference, and vendor numbers.
5. Keep a current accounting of the employees' life and medical insurance. Fill all required forms with the insurance company. Balance with payroll.
6. Record additions and disposals of inventory to the computer system. Maintain equipment locations. Distribute inventory worksheets annually.
7. File cancelled checks and magazines. Transfer pink and yellow vouchers as needed.

JOB DESCRIPTION

Locator Index: 4.10

Accounts Payable Bookkeeper (part-time) (continued)

8. Provide back-up help for accounts payable as directed by treasurer.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the treasurer's assistant's duties as assigned by the treasurer and/or local superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

JOB DESCRIPTION

Locator Index: 4.10

Accounts Payable Bookkeeper (part-time) (continued)

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of classified administrative personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.11

Date _____

Title: **4.11 Educational Management Information System (EMIS)
Secretary**

Reports to: Assistant superintendent

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. High school diploma or equivalent
2. High moral character, and good attendance record
3. Telephone skills; ability to operate district switchboard
4. Working knowledge of basic office procedures and the operation of computers, typewriters, fax machines and basic office equipment
5. Demonstrate aptitude for successful completion of tasks assigned

General Description: To enter and keep current information for EMIS staff and student reporting and to operate the district switchboard in an efficient, courteous manner.

Essential Functions:

1. Perform the usual office routines and practices associated with a busy, yet productive and smoothly run office.
2. Register and withdraw students; maintain accurate student demographics; keep EMIS screens current.
3. Maintain such student records as shall be required via computer data base.
4. Enter staff data into EMIS and attend any necessary training meetings.
5. Work with other staff members to correct EMIS reporting; trouble shoot problems.
6. Attend meetings and in-services as required to keep current in EMIS reporting.

JOB DESCRIPTION
Locator Index: 4.11
EMIS Secretary (continued)

7. Help all building secretaries with AAL software input and printing.
8. Prepare various reports during the year.
9. Keep in contact with the LEECA educational liaison to insure proper EMIS reporting.
10. Receive and route all incoming calls on switchboard as described in switchboard job description.
11. Sort and distribute mail.
12. Operate office machines.
13. Promote good public relations by appearance, attitude, and conversation.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the secretary's duties as assigned by the assistant superintendent or superintendent.

Terms of Employment:

Salary to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

JOB DESCRIPTION
Locator Index: 4.11
EMIS Secretary (continued)

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of classified administrative personnel.

Re-adoption date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.13

Date _____

Title: 4.13 Elementary School Secretary

Reports to: Principal, local superintendent

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. High school diploma or equivalent
2. High moral character, and good attendance record
3. High degree of proficiency in office procedures, typing, and office machines
4. Professional tact, diplomacy, and presentation with administrators staff, teachers, students, parents, and the Community
5. Demonstrate aptitude for successful completion of tasks assigned

General Description: General secretarial, computer/word processing, and office procedures, i.e., answer telephone, operate intercom, handle questions/messages, responsible for selling supplies.

Essential Functions:

1. Maintain respect at all times for confidential information.
2. Perform duties of receptionist and maintain a pleasant attitude; receive telephone calls, respond appropriately and correctly, and make proper disposition of such.
3. Receive a variety of questions and requests and see that such matters are disposed of promptly, correctly, and tactfully.
4. Effectively operate various office machines.
5. Type schedules, newsletters, grade cards; be responsible for transcribing and typing correspondence, reports, charts, students records, and so forth.

JOB DESCRIPTION
Locator Index: 4.13
Elementary School Secretary (continued)

6. Arrange and record appointments for the principal and other staff if necessary.
7. Conduct important contacts with the public/community and others requiring tact and diplomacy.
8. Assist in dispensing supplies to staff.
9. Sort and distribute incoming an/or daily mail.
10. Maintain attendance records, weekly and yearly report.
11. Maintain current student files (AAL/LEECA), including transfer and withdrawal of students.
12. Administer to sick and injured children.
13. Dispense medication, as needed.
14. Collect and deposit money and write receipts.
15. Type purchase orders and check in orders when received.
16. Monitor security system.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other related secretarial duties as assigned by the building principal and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

JOB DESCRIPTION
Locator Index: 4.13
Elementary School Secretary (continued)

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that

requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of classified personnel.

Re-adoption date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.13a

Date: _____

Title: 4.13a High School Principal's Secretary

Reports to: Principal, assistant principals, local superintendent

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. High school diploma or equivalent
2. High moral character, and good attendance record
3. High degree of proficiency in typing, office procedures and machines
4. Professional tact, diplomacy and presentation with administrators, staff, teachers, students, parents, and community
5. Demonstrate aptitude for successful completion of tasks assigned

General Description: General office procedures, receptionist duties, and secretary to the principal.

Essential Functions:

1. Maintain respect for confidential information at all times.
2. Perform duties of receptionist and maintain a pleasant attitude.
3. Receive a variety of questions, phone calls, and requests and see that such matters are disposed of promptly, correctly, and tactfully.
4. Lock and unlock file cabinets, office space and p.a. room.
5. Check in and assign substitutes to daily duties.
6. Maintain weekly absence lists for building.
7. Arrange/record appointments for the principal and other staff as needed.

JOB DESCRIPTION
Locator Index: 4.13a
High School Principal's Secretary (continued)

8. Type purchase orders and requisitions for all building activities.
9. Maintain records for building level accounts.
10. Transcribe and type correspondence, reports, charts, and letters.
11. Manage and prepare agendas for principal's committees and meetings.
12. Type, assemble, and distribute special project publications including, but not limited to, school master schedule, duty rosters, start of school material, calendars, school reports, and teacher handbooks.
13. Organize special events including, but not limited to, orientations, open house, conferences, staff meetings, and staff in-services.
14. Handle special applications for fundraisers, field trips, professional leaves, and personal leaves.
15. Assist with the preparation of special mailings.
16. Prepare and maintain adequate files for principal.
17. Maintain and trouble-shoot copy related problems.
18. Receive and appropriately distribute deliveries.
19. Effectively operate various office machines.
20. Order office supplies.
21. Supervise and assist student office workers.
22. Maintain adequate and accurate inventory of supplies needed for the efficient operation of the school.
23. Manage all aspects of the principal's office and related activities.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.

JOB DESCRIPTION
Locator Index: 4.13a
High School Principal's Secretary (continued)

2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other related secretarial duties as assigned by the principal, assistant principals, and/or superintendent and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of classified personnel.

Re-adoption date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.13b

Date: _____

- Title:** 4.13b High School Main Office Secretary (part-time)
- Reports to:** Principal, assistant principals, local superintendent
- Work Activity Classification:** Sedentary
- Employment Status:** Part-time
- FLSA Status:** Non-exempt
- Qualifications:**
1. High school diploma or equivalent
 2. High moral character, and good attendance record
 3. High degree of proficiency in typing, office procedures and machines
 4. Professional tact, diplomacy and presentation with administrators, staff, teachers, students, parents, and community
 5. Demonstrate aptitude for successful completion of tasks assigned
- General Description:** General office procedure, receptionist duties, secretarial duties as assigned, manage student requests, and supervise student office workers.
- Essential Functions:**
1. Maintain respect for confidential information at all times.
 2. Perform duties of receptionist and maintain a pleasant attitude.
 3. Receive a variety of questions, phone calls, and requests and see that such matters are disposed of promptly, correctly, and tactfully.
 4. Oversee the operation of walk-in requests, manage main office counter including, but not limited to, parent requests, dispensing medicine when proper forms are on file, assisting injured and sick students, and signing students and visitors in and out.
 5. Type and distribute daily teacher and student announcements.

JOB DESCRIPTION
Locator Index: 4.13b

High School Main Office Secretary - part-time (continued)

6. Monitor receipt of teacher weekly lesson plans.
7. Process work permits for students following Medina County ESC procedures.
8. Take homework requests and collect assignments.
9. Do yearly updates of student registration files.
10. Process student bus passes.
11. Effectively operate various office machines.
12. Supervise and assist student office workers.
13. Maintain adequate and accurate inventory of supplies needed for the efficient operation of the school.
14. Manage all aspects of the main office and related activities.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other related secretarial duties as assigned by the principal, assistant principals, and/or superintendent and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary to be established by the board.

JOB DESCRIPTION

Locator Index: 4.13b

High School Main Office Secretary - part-time (continued)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of classified personnel.

Re-adoption date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.13c

Date _____

Title: 4.13c Middle School Principal's Secretary

Reports to: Principal, assistant principals, local superintendent

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. High school diploma or equivalent
2. High degree of proficiency in typing, office procedures and machines
3. Professional tact, diplomacy and presentation with administrators, staff, teachers, students, parents, and community
4. Demonstrate aptitude for successful completion of tasks assigned

General Description: General office procedures, receptionist duties, and secretary to the principal.

Essential Functions:

1. Maintain respect for confidential information at all times.
2. Perform duties of receptionist and maintain a pleasant attitude.
3. Receive a variety of questions, phone calls, and requests and see that such matters are disposed of promptly, correctly, and tactfully.
4. Perform shared responsibility for security system, letting people in building. Changing tapes daily.
5. Assist with checking in and assigning substitutes to daily duties.
6. Maintain weekly absence lists for building.
7. Sort district, inter-district, US mail and copy materials and distribute.
8. Type purchase orders and requisitions for all building activities.
9. Maintain records for building level accounts.

JOB DESCRIPTION
Locator Index: 4.13c
Middle School Principal's Secretary (continued)

10. Transcribe and type correspondence, reports, charts, and letters.
11. Type agendas for principal's committees and meetings.
12. Type, assemble, and distribute special project publications including, but not limited to, school master schedule, duty rosters, start of school material, calendars, school reports, and teacher and student handbooks.
13. Input AAL information and updates for all students on computer, including new enrollments and withdrawals.
14. Handle special applications for fundraisers, field trips, professional leaves, and personal leaves.
15. Prepare special mailing; interims, report cards, etc.
16. Receive and process student fees and all monies for middle school deposits.
17. Maintain and trouble-shoot copy related problems.
18. Receive and appropriately distribute deliveries.
19. Effectively operate various office machines.
20. Order office supplies.
21. Supervise and assist student office workers.
22. Maintain adequate and accurate inventory of supplies needed for the efficient operation of the school.
23. Manage all aspects of the principal's office and related activities.
24. Prepare work permits for students.
25. Distribute paychecks and pay stubs for direct deposit.

JOB DESCRIPTION
Locator Index: 4.13c
Middle School Principal's Secretary (continued)

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other duties related to the principal's secretary's duties as assigned by the principal, assistant principals, and/or superintendent.

Additional Working Conditions

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

JOB DESCRIPTION
Locator Index: 4.13c
Middle School Principal's Secretary (continued)

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of classified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.13d

Date: _____

Title: 4.13d Middle School 10-Month Secretary

Reports to: Principal, assistant principals, local superintendent

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. High school diploma or equivalent
2. High degree of proficiency in typing, office procedures and machines
3. Professional tact, diplomacy and presentation with administrators, staff, teachers, students, parents, and community
4. Demonstrate aptitude for successful completion of tasks assigned

General Description: General office procedures, receptionist duties, and secretary to the principal.

Essential Functions:

1. Maintain respect for confidential information at all times.
2. Perform duties of receptionist and maintain a pleasant attitude.
3. Receive a variety of questions, phone calls, and requests and see that such matters are disposed of promptly, correctly, and tactfully.
4. Lock and unlock file cabinets, office space and p.a. room.
5. Check in and assign substitutes to daily duties.
6. Arrange/record appointments for the principal and other staff as needed.
7. Transcribe and type correspondence, reports, charts, and letters.

JOB DESCRIPTION
Locator Index: 4.13d
Middle School 10-Month Secretary (continued)

8. Type, assemble, and distribute special project publications including, but not limited to, school master schedule, duty rosters, start of school material, calendars, school reports, and teacher handbooks.
9. Organize special events including, but not limited to, orientations, open house, conferences, staff meetings, and staff in-services.
10. Assist with the preparation of special mailings.
11. Prepare and maintain adequate files for principal.
12. Maintain and trouble-shoot copy related problems.
13. Receive and appropriately distribute deliveries.
14. Effectively operate various office machines.
15. Supervise and assist student office workers.
16. Manage all aspects of the principal's office and related activities.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other related secretarial duties as assigned by the principal, assistant principals, and/or superintendent and as permitted by the negotiated agreement.
4. Process all school discipline and attendance records.
5. Maintain bookstore inventory.
6. Administer medicine.
7. Coordinate ticket sales with athletic director.
8. Maintain student files.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of classified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.14

Date: _____

Title: 4.14 High School Attendance Secretary

Reports to: Principal, assistant principals, local superintendent

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. High school diploma or equivalent
2. High moral character, and good attendance record
3. High degree of proficiency in typing, office procedures and machines
4. Professional tact, diplomacy and presentation with administrators, staff, teachers, students, parents, and community
5. Demonstrate aptitude for successful completion of tasks assigned

General Description: To assure the accurate, smooth and efficient operation of the attendance office and provide secretarial support for the high school assistant principals.

Essential Functions:

1. Maintain respect for confidential information at all times.
2. Perform duties of receptionist and maintain a pleasant attitude.
3. Receive a variety of questions, phone calls, and requests and see that such matters are disposed of promptly, correctly, and tactfully.
4. Effectively operate various office machines.
5. Prepare and maintain adequate files for assistant principals.
6. Answer parent telephone calls pertaining to absences of students.

JOB DESCRIPTION
Locator Index: 4.14
High School Attendance Secretary (continued)

7. Be responsible for all aspects of attendance reporting including, but not limited to, collecting homeroom attendance; typing daily attendance bulletins; updating and posting tardies, special excuses, and field trips; and posting Alternative School attendance.
8. Generate and distribute weekly 4 day attendance reports to counselors, 8 day attendance reports to assistant principals and parents, and 11 day loss of credit letters to parents. Create appropriate calendars and backup associated with each distribution.
9. Follow up all aspects of student attendance, including calling parents of absent students, mailing cards to parents not previously contacted, accounting for student absences, and reviewing doctor's notes.
10. Complete EMIS October and year-end information.
11. Complete year-end reporting including, but not limited to, bus counts and county enrollment reports.
12. Update student registration files.
13. Monitor distribution of student and teacher parking permits and maintain computer database.
14. Be responsible for all aspects of discipline reporting including, but not limited to, typing, copying, distributing and mailing discipline reports, detention notices, suspension notices, daily ISS lists and homework requests. Complete EMIS state discipline reporting.
15. Be responsible for calls and correspondence for assistant principals.
16. Type student handbook.
17. Coordinate homeroom assignments.
18. Maintain adequate and accurate inventory of supplies needed for the efficient operation of the school.
19. Manage all aspects of the attendance office and related activities, including sending for students when requested by parents and assistant principals.

JOB DESCRIPTION
Locator Index: 4.14
High School Attendance Secretary (continued)

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other related attendance secretarial duties as assigned by the principal, assistant principals, and/or superintendent and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

JOB DESCRIPTION
Locator Index: 4.14
High School Attendance Secretary (continued)

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of classified personnel.

Re-adoption date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.15

Date: _____

Title: 4.15 Guidance Office Secretary

Reports to: Guidance counselors, principal, assistant principals, local superintendent

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. High school diploma or equivalent
2. High moral character, and good attendance record
3. High degree of proficiency in typing, office procedures and machines
4. Professional tact, diplomacy and presentation with administrators, staff, teachers, students, parents, and community
5. Demonstrate aptitude for successful completion of tasks assigned

General Description: Serve as secretary for the guidance office and perform such duties to assure the accurate and efficient operation of the office.

Essential Functions:

1. Maintain respect for confidential information at all times.
2. Perform duties of receptionist and maintain a pleasant attitude.
3. Receive a variety of questions, phone calls, and requests and see that such matters are disposed of promptly, correctly, and tactfully.
4. Effectively operate various office machines.
5. Prepare and maintain adequate files for guidance counselor.
6. Arrange/record appointments for students, parents, school personnel and visitors with guidance counselors. Contact students for conferences with counselors.

JOB DESCRIPTION
Locator Index: 4.15
Guidance Secretary (continued)

7. Arrange/record appointments for interested students to meet with college representatives.
8. Prepare correspondence, reports, recommendations, communications, and requests as designated by counselors.
9. Maintain all aspects of student's permanent records and transcripts including, but not limited to, posting grades, posting test scores, maintaining health records, and archiving records at Cloverleaf and the Medina County Educational Service Center.
10. Print and distribute grade reports.
11. Maintain EMIS and other enrollment, transfer and withdrawal records for Cloverleaf, the Medina County Educational Service Center and State of Ohio database.
12. Assist students in securing guidance-related forms and bulletins including, but not limited to, test registration, financial aide, college applications, college bulletins, vocational literature, and occupational briefs.
13. Arrange/update guidance literature in the guidance office and on guidance bulletin boards.
14. Register students for selected tests, such as the ASVAB, PSAT, and PLAN.
15. Communicate transfer students' grades to teachers.
16. Perform tasks related to grading, interim reporting, and scheduling of students including updating registration guide, running schedules, printing homeroom and class lists; distribute scan sheets; run verification reports; run, post, and distribute honor rolls to local newspapers; send MCCC student information and labels; run labels for grade reporting and special projects; and generate special reports for high school and central office.
17. Organize proficiency reports and labels. Arrange for student passes during October and March test administration.
18. Maintain accurate and efficient enrollment count of students.
19. Complete EMIS October and year-end information.
20. Distribute student-tracking information as requested.

JOB DESCRIPTION
Locator Index: 4.15
Guidance Secretary (continued)

21. Maintain adequate and accurate inventory of supplies for efficient operation.
22. Receive money needed for transcripts and various testing.
23. Manage all aspects of the guidance office and related activities.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other related guidance secretarial duties as assigned by the principal, assistant principals, and/or superintendent and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

JOB DESCRIPTION
Locator Index: 4.15
Guidance Secretary (continued)

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of classified personnel.

Re-adoption date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.16

Date _____

Title: **4.16 Community Education Director and
Recreational Programs**

Reports to: Superintendent and/or assistant superintendent

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications: Usually a certified school person, but individual community circumstances might deem it appropriate to hire a lay person who has demonstrated community service and leadership. Demonstrate aptitude for successful completion of tasks assigned.

General Description: The director shall communicate effectively with district residents regarding district programs, policies and personnel, as well as assisting district personnel with communication needs. The director shall also administer a quality, self-supporting before and after school child care program for elementary students, offer enrichment and remedial programs to students, and schedule facility use throughout the district.

Essential Functions:

1. Prepare and submit periodic reports as requested by the superintendent and/or Cloverleaf Board of Education.
2. Be present on the school premises when community education activities are in progress, unless some other authorized person has assumed this responsibility.
3. Coordinate all activities related to the Latchkey program with each building principal.
4. Coordinate more effective use of the human resources and the physical facilities of the schools and community.

JOB DESCRIPTION

Locator Index: 4.16

Director of Community Education and Recreational Programs(continued)

5. Provide expanded educational and enrichment opportunities for all ages, coordinating the programs of public and private agencies, especially the school district.
6. Supervise all publicity for the community education programs.
7. Supervise collection of all fees and deposit such collections with authorized banking facilities.
8. Represent Cloverleaf community education to the community to develop better understanding of its purposes and function.
9. Keep an accurate account of all receipts and expenditures received from community education and Latchkey activities.
10. Initiate all supply and equipment requisitions for community education classes, the Latchkey program and district communications.
11. Prepare and submit payrolls and other reports as required.
12. Maintain an inventory of all community education equipment and supplies.
13. Be responsible for the supervision of all personnel on the community education staff.
14. Work with the principals in making their schools meet neighborhood needs.
15. Administer the use of all school facilities for public use after normal school hours; prepare weekly building use calendars for each principal and custodian.
16. Hire personnel necessary for the operation of the programs.
17. Recruit, interview and recommend community education and Latchkey instructors for employment.
18. Implement effective registration procedures for programs offered, i.e., advertising, registration, confirmation.
19. Respond to all correspondence pertaining to community education.
20. Stay within the community education program budget.

JOB DESCRIPTION

Locator Index: 4.16

Director of Community Education and Recreational Programs (continued)

21. Annually determine the resources needed to implement the community education program and forward the necessary budget requests to the superintendent's office.
22. Make available to the respective building principals all information regarding provisions for community education classes as soon as possible after such information becomes available.
23. Work with the athletic director to assure scheduling of gymnasium time so conflicts will not exist.
24. Produce district and staff newsletters periodically throughout the year.
25. Assist with news releases as requested.
26. Oversee development and expansion of district web site.

Recreation Center

27. Initiate marketing of facility, membership packages, banner sales.
28. Develop and implement programming and scheduling of facility.
29. Develop and implement policies.
30. Oversee operation of facility.
31. Provide staff development.
32. Implement proper financial and clerical procedures for program development.
33. Determine appropriate rental and membership rates.
34. Hire and schedule staff.
35. Oversee fiscal procedures.
 - Budget development
 - Authorization of purchase orders, time sheets
 - Inventory/purchase of supplies and materials
 - Proper procedures are in place for depositing monies collected by rec center

JOB DESCRIPTION

Locator Index: 4.16

Director of Community Education and Recreational Programs (continued)

36. Meet with the Rec Center Advisory Committee.
37. Communicate with the superintendent concerning rec center issues.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the community education director's duties as assigned by the superintendent and/or assistant superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

JOB DESCRIPTION

Locator Index: 4.16

Director of Community Education and Recreational Programs (continued)

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of certified personnel or classified administrative personnel, as appropriate.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.16a

Title: 4.16a Community Information Coordinator

Reports to: Superintendent

Work Activity Classification: Sedentary

Employment Status: Full Time

- Qualifications:**
1. Bachelor's degree or higher in communications, marketing, public relations, journalism or closely related field.
 2. Experience developing and implementing communications strategies for an organization or company.
 3. Experience with publishing software, creating print and online newsletters, and website creation/management.
 4. Demonstrate aptitude for successful completion of tasks assigned

General Description: Administer, coordinate, direct, and assess all functions related to the district's communication, marketing and public relations program.

- Essential Responsibilities**
1. Oversee all communications for the school district including, but not limited to, the creation and content of press releases, videos, brochures, flyers, logos, invitations, newsletters, annual reports, presentations, calendars, websites and news articles.
 2. Responsible for the design, production and distribution of district publications.
 3. Maintains and regularly updates a file of community organizations and their offices, mailing lists of residents and community groups.

JOB DESCRIPTION
Locator Index: 4.16a
Community Information Coordinator

4. Photographs activities of students, staff, and programs for purposes of publicity for the schools or use in district publications.
5. Serve as internal facilitator of district strategic plan.
6. Develops and implements comprehensive and proactive communication strategies that support the district's goals and initiatives.
7. Works closely with the leadership team to coordinate, develop, edit and communicate messages to our various constituencies across the district.
8. Facilitates tours and coordinate the distribution of information for potential residents/realtors.
9. Promote the school district's image through effective public relations and marketing strategies.
10. Ability to organize, prioritize work, and meet deadlines.
11. Coordinate creation and upkeep of online district activity calendar.
12. Oversee planning and coordination of special projects as assigned by superintendent.
13. Assess public perception through public relations research, surveys, polls, and informal research.
14. School district imaging and marketing – promote the district's strengths/achievements and its solutions to problems.
15. Student/staff recognition – vigorously publicize student and staff achievement.
16. Plan/publicize district's parent, senior citizen and community service programs. Develop ways to bring the community into the schools.

JOB DESCRIPTION
Locator Index: 4.16a
Community Information Coordinator

17. Works with superintendent and levy committee to develop and implement effective communications regarding levy campaigns.
18. Other responsibilities as assigned by the superintendent.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of certified personnel or classified administrative personnel, as appropriate.

Adoption Date: May 19, 2009

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.17

Date _____

Title: 4.17 Courier/Van Driver

Reports to: Local superintendent

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Hold a valid driver's license and a good driving record
2. Have a belief in education and a concern for children
3. Have the ability to make clear and comprehensive reports
4. Be willing to work and assume responsibility, be conscientious, and develop and improve his/her proficiency
5. Be at least 18 years of age for full-time employees and have a high school diploma or equivalent
6. High moral character, and good attendance record
7. Demonstrate aptitude for successful completion of tasks assigned

General Description: Manage the daily pick-up and deliver of foods, mail, copying, and other materials throughout the district.

Essential Functions:

1. Deliver daily and weekly food service items to each school as directed by the food service supervisor.
2. At times, pick up individual school office monies and inter-school mail and deliver to and from various locations as assigned.
3. Keep food truck/van clean inside and out.
4. Check gasoline daily and fill as required at end of each day.
5. Check oil, cooling fluids and tires on a regular basis.
6. Report any repair needs or concerns to mechanic at district's transportation garage.

JOB DESCRIPTION
Locator Index: 4.17
Courier/Van Driver (continued)

7. Pick up, sort and deliver U.S. mail to all district buildings.
8. Pick up, sort, and deliver printing and copying to all district buildings.
9. Pick up, sort and deliver packages, materials and small equipment.
10. Maintain and secure dolly and shipping containers.
11. Transport and supervise student workers to job sites.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the courier's duties as assigned by the superintendent of schools as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

Terms of Employment:

Salary to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding

JOB DESCRIPTION
Locator Index: 4.17
Courier/Van Driver (continued)

the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of classified personnel.

Re-adoption date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.20

Date: _____

Title: 4.20 Special Education Secretary

Reports to: Director of Special Services

Work Activity Classification: Sedentary

Employment Status: Part-time

FLSA Status: Non-exempt

Qualifications:

1. High school diploma or equivalent
2. A reasonable degree of proficiency in typing/keyboarding
3. Working knowledge of basic office procedures and operation of common office equipment and machines
4. General knowledge of computers, word processing and data entry
5. At least eighteen years old
6. High moral character and good attendance record
7. Demonstrate aptitude for successful completion of tasks assigned

General Description: Assure the smooth, efficient operation of the special services office so that the office's maximum positive impact on the education of children can be realized.

Essential Functions:

1. Perform the usual office routines and practices associated with a busy, yet productive and smoothly run office.
2. Maintain each student's records as required.
3. Receive and route incoming calls.
4. Process all changes and adjustments in special education student records.
5. Help set up parent-teacher and I.E.P. conferences.
6. Assist in preparing various special education reports during the year.

JOB DESCRIPTION
Locator Index: 4.20
Special Education Secretary (continued)

7. Prepare inventories of special education supplies.
8. Assist the I.E.P. committees in the printing of goals and objectives, using appropriate computer software.
9. Assist the director of special services in maintaining the Child Information Management System (CIMS).

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other related special education secretarial duties as assigned by the director of special services and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

JOB DESCRIPTION
Locator Index: 4.20
Special Education Secretary (continued)

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of classified personnel.

Re-adoption date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.21

Date _____

Title: 4.21 Maintenance Department Secretary

Reports to: Director of buildings and grounds

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. High school diploma or equivalent
2. Working knowledge of basic office procedures and operation of common office equipment and machines
3. General knowledge of computers, word processing and data entry
4. At least eighteen years old
5. High moral character and good attendance record
6. Demonstrate aptitude for successful completion of tasks assigned

General Description: To assure the smooth and efficient operation of the maintenance office so that the office's maximum positive impact on the maintenance department can be realized.

Essential Functions:

1. Perform the usual office routines and practices associated with a busy, yet productive and smoothly run office.
2. Log in and assign numbers for all work orders written throughout the district and approved by the director of buildings and grounds.
3. Log in and assign numbers for preventive maintenance program for the district designated by the director of buildings and grounds.
4. Log in and assign numbers for all inventory controlled through the maintenance department; keep accurate records of inventory in stock and ordered for each school.
5. Log in and assign numbers to M.S.D.S. sheets for the district and send copies to schools for their books.

JOB DESCRIPTION
Locator Index: 4.21
Maintenance Secretary (continued)

6. Keep updated phone listing for all vendors and maintenance personnel outside the district.
7. Keep an updated work schedule for custodial/maintenance staff.
8. Assign necessary door keys for personnel in the district by direction of the director of buildings and grounds; keep an updated list for entire staff.
9. Type agenda for monthly head custodians' meeting; attach information pertaining to the agenda run copies for schools; send reminders to head custodians prior to meeting.
10. Type purchase orders pertaining to district maintenance and categorize for building and/or grounds purchase.
11. Order maintenance office supplies annually.
12. Receive and route incoming calls directed to secretary's extension.
13. Call substitutes for custodial staff for the district when needed.
14. Run end-of-year reports for the superintendent's and treasurer's offices.
15. Create letters and/or memos at the direction of the director of buildings and grounds.
16. Run copy of local weather daily from Weather Channel on the Internet.
17. Schedule meetings and interviews at the direction of director of buildings and grounds.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other related maintenance secretarial duties as assigned by the assistant director of buildings and grounds, the director of buildings and grounds and/or superintendent and as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 4.21
Maintenance Secretary (continued)

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of classified personnel.

Re-adoption date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.22

Date _____

Title: 4.22 Substitute Calling/Switchboard Secretary

Reports to: Superintendent

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. 18 years of age or older
2. Proficiency in use of typewriter and computer
3. Knowledge of basic office procedures, equipment and machines
4. Communication skills appropriate to operation of telephone switchboard
5. Personality appropriate to meeting and greeting people
6. High moral character and good attendance record
7. Demonstrate aptitude for successful completion of tasks assigned

General Description: To provide coverage of school switchboard and contact substitute teachers needed for each school day.

Essential Functions:

1. Answer incoming phone calls and transfer to proper person. Be as helpful as possible so the person calling does not have to be transferred repeatedly.
2. Provide a record of all personal long distance calls made through the switchboard. Prepare billing of personal phone calls. Update telephone directory.
3. Sort U.S. mail and the first mail basket from the courier; load courier packets.
4. Maintain roster of all teacher substitutes.
5. Prepare various reports during the year.

JOB DESCRIPTION

Locator Index: 4.22

Substitute Calling/Switchboard Secretary (continued)

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Perform other duties related to the secretary's duties as assigned by the superintendent and assistant superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment - Length of Work Year

- 180 days plus five days before and five days after regular school year
- 6:00 a.m. to 1:30 p.m.--seven hours plus one hour at home on school days; total of eight hours per day for 180 days
- Seven hours per day when school is not in session.
or work year as established by the board

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

JOB DESCRIPTION
Locator Index: 4.22
Substitute Calling/Switchboard Secretary (continued)

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of classified administrative personnel.

Re-adoption date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Date: _____

Title: Food Service Secretary

Reports To: Building Principal and/or Food Service Director

Work Activity Classification: Sedentary

Employment Status: Part Time

FLSA Status:

Qualifications:

1. High school diploma or equivalent
2. Working knowledge of basic office procedures and operation of common office equipment and machines
3. General knowledge of computers, word processing and data entry
4. At least eighteen years old
5. High moral character and good attendance record
6. Demonstrate aptitude for successful completion of tasks assigned

General Description: To assure the smooth and efficient operation of the food service office so that the office's maximum positive impact on the food service department can be realized. To provide secretarial support to the food service director and cafeteria managers.

Essential Functions:

1. Perform the usual office routines and practices associated with a busy, yet productive and smoothly running office.
2. Maintain respect for confidential information at all times.
3. Receive a variety of questions, phone calls and requests and see that such matters are handled promptly, correctly and tactfully.
4. Prepare and maintain adequate files for food service director.
5. Answer parent phone calls pertaining to student accounts and free/reduced forms.

6. Assist food service director with processing free/reduced forms, letters to parents and any other needed correspondence to parents.
7. Enter free/reduced information and direct certification into point of sale server in food service office.
8. Assist food service director with maintaining daily cashier reports and record them on excel spreadsheet.
9. Make copies of menus and distribute to all schools.
10. Know all food service regulations to include National School Breakfast and Lunch Guidelines, USDA regulations and local and state health department regulations.
11. Daily sort mail and record all voice mail phone calls. Return any calls necessary and pass on information to food service director if additional follow up is required.
12. Know food service point of sale (POS) cashier system and be able to problem solve complications as they arise from cafeteria managers.
13. Assist with placing food orders as necessary.
14. Take deposits to the bank if the treasurer and food service director are not available.
15. Assist in coordinating all staff in-service trainings.
16. File and process accounts payable invoices correctly and give to treasurer weekly.
17. Report to food service director any requisitions that need to be placed to ensure a purchase order is in place for each vendor.
18. Assist with distributing weekly production sheets, recipes and other essential paperwork needed.
19. Assist with logging production records weekly.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.

3. Perform other related food service secretarial duties as assigned by the food service director, principals and/or superintendent as permitted by the negotiated agreement

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children

Terms of Employment - Length of Work Year

- 180 days plus five days before and five days after regular school year
- 6:00 a.m. to 1:30 p.m.--seven hours plus one hour at home on school days; total of eight hours per day for 180 days
- Seven hours per day when school is not in session.
or work year as established by the board

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of classified administrative personnel.

Adoption date: September 23, 2013

Re-adoption date: October 28, 2013

**WORK ACTIVITY
 PER JOB ACTIVITY CLASSIFICATION**

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
		1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

JOB DESCRIPTION
Locator Index: 4.23
Food Service Secretary (continued)

	Energy Required (METs)				
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**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.30

Date _____

Title: 4.30 Operations Director, Cloverleaf Recreation Center

Reports to: Community Education director, local superintendent

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. High school graduate or equivalent
2. 18 years of age or more
3. High moral character and good attendance record
4. Good communication and organizational skills
5. Understanding of computer recreation programming
6. Background in sports programming
7. Ability to deal with the public in a positive manner
8. Can work as part of team
9. Demonstrate aptitude for successful completion of tasks assigned

General Description: Work toward the effective and efficient operation of the Rec Center.

Essential Functions:

1. Open Rec Center each morning.
2. Set up for programs and special functions.
3. Serve as custodial/maintenance liaison, completing supply requisitions and maintenance requests.
4. Be responsible for equipment within the Rec Center, including vending machines, weight equipment, nets, and aerobic equipment.
5. Coordinate safety procedures, fire alarms, and safety drills.
6. Implement snow day procedures.

JOB DESCRIPTION
Locator Index: 4.30
Operations Director, Rec Center (continued)

7. Provide on-site help with special functions such as camps, tournaments, and procure officials if needed.
8. Be responsible for group and special membership marketing.
9. Serve as senior citizen activity liaison.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practices of ethical principles and democratic values.
3. Conduct other duties related to the director's duties as assigned by the community education director.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissues.
2. Occasional interaction among unruly children and/or adults.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

JOB DESCRIPTION
Locator Index: 4.30
Operations Director, Rec Center (continued)

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of certified personnel.

Re-approval Date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.31

Date _____

Title: 4.31 Assistant Director, Cloverleaf Recreation Center

Reports to: Community Education director, local superintendent

Work Activity Classification: Sedentary

Employment Status: Full-time (35 hours/week)

FLSA Status: Non-exempt

Qualifications:

1. High school graduate or equivalent
2. 18 years of age or more
3. High moral character and good attendance record
4. Accounting experience
5. Ability to work positively with public on day-to-day basis
6. Good communication and organizational skills
7. Strong background in computer recreation program
8. Ability to work as part of a team.
9. Demonstrate aptitude for successful completion of tasks assigned

General Description: Work toward the effective and efficient operation of the Rec Center

Essential Functions:

1. Develop weekly work schedules for hourly staff.
2. Train and supervise reception staff and coordinate periodic staff meetings.
3. Coordinate scheduling of facility, including track, courts and conference rooms.
4. Issue invoices/contracts for all rentals.
5. Maintain accurate membership records.
6. Be responsible for accuracy of all deposits and balancing books each month.
7. Maintain accurate record of program registration.

JOB DESCRIPTION
Locator Index: 4.31
Assistant Director, Rec Center (continued)

8. Prepare class rosters for instructors.
9. Prepare purchase orders as needed.
10. Maintain an accurate inventory of supplies.
11. Assist in preparing and issuing press releases in a timely manner.
12. Help with development of Rec Center brochure and other advertising materials.
13. Assist with program development and descriptions.
14. Assist with preparation of contracts for instructors.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practices of ethical principles and democratic values.
3. Conduct other duties related to the assistant director's duties as assigned by the community education director.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissues.
2. Occasional interaction among unruly children and/or adults.

Terms of Employment:

Salary and work year to be established by the board.

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JOB DESCRIPTION
Locator Index: 4.31
Assistant Director, Rec Center (continued)

list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of classified personnel.

Re-approval Date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.32

Date _____

Title: 4.32 Supervisor, Cloverleaf Recreation Center

Reports to: Operations director

Work Activity Classification: Sedentary

Employment Status: Part-time

FLSA Status: Non-exempt

Qualifications:

1. High school graduate or equivalent
2. 18 years of age or more
3. High moral character and good attendance record
4. Good communications skills
5. Ability to deal with public in a positive manner
6. Demonstrate aptitude for successful completion of tasks assigned

General Description: Work toward the effective and efficient operation of the Rec Center

Essential Functions:

1. Monitor events held within the facility.
2. Be available to give tours and answer questions from members.
3. Conduct training sessions on weight equipment with members.
4. Do routine security checks of the facilities.
5. Oversee assistant supervisions; assign duties and areas of coverage.
6. Be responsible for closing procedures and lock-up of building.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.

JOB DESCRIPTION
Locator Index: 4.32
Supervisor, Rec Center (continued)

2. Help instill in students and staff the belief in and practices of ethical principles and democratic values.
3. Conduct other duties related to the supervisor's duties as assigned by the operations director.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissues.
2. Occasional interaction among unruly children and/or adults.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of classified personnel.

Re-approval Date: October 28, 2013

CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.40

Date _____

Title: 4.40 Technical Support Specialist

Reports to: Technology Services Director

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Non-exempt

- Qualifications:**
1. Holds an associate's degree or technical college degree in computer technology or related field; or a combination of college/technical school training and actual work experience in the computer technology field.
 2. Has experience and/or training in the following areas:
 - A+ certified or equivalent experience
 - Understanding of network design, setup, and administration network industry certifications or equivalent experience
 - Advanced PC troubleshooting skills
 - Advanced application software support
 - Supervision of technician level staff

General Description: Provides advanced technical support and leadership.

- Essential Functions:**
1. Implements and organized, internal computer repair and maintenance program.
 2. Demonstrates ability to administer a network
 3. Remains current on computer repair and maintenance requirements.
 4. Provides advanced software support, both technical and application.

JOB DESCRIPTION
Locator Index: 4.40
Technical Support Specialist (continued)

5. Recommends appropriate hardware and software.
6. Operates as an integral member of Cloverleaf staff.
7. Conducts oneself in a professional manner.
8. Interacts with end-users and assists in end-user development.
9. Works independently.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as responsible, intelligent citizens.
2. As assigned by the Technology Services Director and/or Superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

JOB DESCRIPTION
Locator Index: 4.40
Technical Support Specialist (continued)

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of certified personnel.

Adoption date: July 22, 2013

BOE Approved 7/22/13

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 4.50

Date_____

Title: 4.50 School Nurse

Reports to: Director of Pupil Services and Principals

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Exempt

Qualifications:

1. Bachelor's Degree (BA) or equivalent from a four-year college or university
2. One to four years related experience
3. R.N. licensed by the Ohio Board of Nursing
4. School Nurse Certification desirable

General Description: Provide overall leadership and coordination of the district health care service. Includes clinical assessments of students and staff; offer clinical nursing care services, as appropriate; secures and administers student medications; maintenance and review of student health care records, including immunization compliance; provides health care education to students and staff.

Essential Functions:

1. Collaborates with school staff, clinic aides, district nurses and school physicians in developing and implementing a total school health program.
2. Delegates nursing tasks to designated staff in accordance with Ohio's Nurse Practice Act, documents and maintains records of clinical training.
3. Problem solve clinical issues and student, parent or staff concerns.
4. Determines annual health status of students from emergency medical card information, past pertinent health history, student observation, consultation and compiles annual confidential student health concerns for staff.
5. Assures that health screenings and referrals mandated by the State and District Policy are completed either by the aide or building nurse.

6. Utilizes professional knowledge and skills to personally assess or gather information from school staff to evaluate the signs and symptoms of student illness or injury, provides or recommends appropriate nursing interventions, and refers staff or students for medical or dental follow-up.
7. Provides health counseling to students and staff, and refers to physicians, mental health counselors and agencies after consultation with building administration.
8. Documents and communicates to appropriate school staff, the nature of a student's injury, illness, or special health care need, and offers recommendations for classroom management.
9. Participates in the identification, reporting and management of students suspected of being abused or neglected.
10. Assists in the administration and monitoring of student medications and treatments according to District Policy, and Ohio Law.
11. Obtains consent and administers Hepatitis-B vaccines to District employees, and maintains records according to District Policy and OSHA requirements.
12. Prepares student individual health care plans, and as requested attends 504/IEP meetings for students with medical health care needs.
13. Participates in the medical evaluation and school management of special education and medically fragile students.
14. Follows State, County and City Health Department guidelines for control and management of communicable diseases in consultation with the District Physician as needed.
15. Promotes environmental health and safety for staff and students.
16. Prepares and submits required State, Local and District Health reports.
17. Participates in Professional Development through attendance at appropriate District and Nursing conferences.
18. Provides students with preventative health education opportunities.
19. Provides medication training to medically unlicensed staff.
20. Assures compliance with District Policy and Ohio immunization laws through appropriate referral to physicians and health care facilities for immunizations.
21. Assures compliance with District Policy and State laws regarding student immunizations, exemptions, and exclusions by assessing documenting, and maintaining the status of all student immunization records.

22. Serves as a liaison between school administrators, school staff, community physicians, health care agencies and the student/family regarding health issues.
23. Provides educational inservice/training to clinic aides annually or as needed.
24. Responds to inquiries from principals, student, staff and parents following District guidelines regarding health issues.
25. Other duties as assigned by the Superintendent or his/her designee.

Other Duties and Responsibilities:

1. Refer students in need of medical and dental care to the proper local agency
2. Provide individual and group health counseling to students and parents
3. Coordinate dental health program and screenings
4. Coordinate and conduct adolescent development and HIV/AIDS education
5. Schedule bloodborne pathogens in-services for district
6. Act as CPR instructor for staff and students
7. Plan and coordinate elementary and high school health fairs
8. Schedule times for federal, state and local board of education required testing, EIP completion, annual review and placement meetings
9. Coordinate and supervise local, county, state and federal assistance and grant programs, e.g., district testing, special education units; secure and distribute necessary test forms
10. Provide counsel and assistance to teachers in testing and writing IEP's
11. Assist in the preparation of budgets pertaining to special education services
12. Serve as liaison between school district and county board of education office, and other educational entities
13. Serve as a role model for students
14. Respond to routine questions and requests in an appropriate manner
15. Serve on committees and cocurricular activities as agreed upon

16. Research and write grants as applicable to improve service delivery for students
17. Develop and revise/update health department policies, procedures, guidelines, and forms in order to standardize procedures and forms used
18. Communicate with school personnel and community via development of a web page that allows public access to school policies, forms and health/wellness information
19. Serve as a liaison with area hospitals, clinics, physicians, dentists, optometrists, and community health services in order to meet the health needs of students and staff (e.g., coordinate vision van, mobile dentist)
20. Develop training procedures for new rules and other “best practices” for schools passed down by the Ohio Department of Health (e.g., medication administration policy and training process)
21. Episodes, and as needed
22. Ensure district has the policies, procedures, and needed forms in place to be compliant with the Ohio Department of Health
23. Perform other duties as assigned by Superintendent and/or Principals

Required Knowledge, Skills and Abilities

1. Ability to work effectively with others
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing
3. Effective, active listening skills
4. Organizational and problem solving skills
5. Skills and knowledge in equipment preparation/operation
6. Ability to stay up to date with new technology
7. Nursing procedures as covered by Ohio Revised Code 4323.28 and national standards of school nursing practice
8. General operating knowledge of computers and related software

Additional Working conditions:

1. Occasional requirement to travel, both daily and overnight
2. Occasional weekend/evening/summer work
3. Frequent exposure to blood, bodily fluids and tissue
4. Occasional interaction among unruly children

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of administrative personnel.

Adoption date: April 27, 2015

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.01

Date _____

Title: 5.01 Classroom Teacher

Reports to: Principal, assistant superintendent, local superintendent

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Appropriate State of Ohio teaching certification/licensure
2. Demonstrate a sincere desire to aid all students
3. Demonstrate aptitude for successful completion of tasks assigned

General Description: Help students to learn subject materials and skills which will lead toward the fulfillment of their potential for intellectual, emotional, and psychological growth. Direct and evaluate the learning experiences of the students.

Essential Functions:

1. Maintain accurate student accounting records and become familiar with the cumulative records of all students in classes as required by district policy; maintain professional ethics.
2. Establish and maintain cooperative professional relationships with students, parents/guardians, colleagues, and community members.
3. Provide appropriate documentation as established by the LPDC guidelines for professional growth. Do necessary class work and clerical work to maintain, upgrade, or renew teaching certificate or licensure on time.
4. Dress professionally.
5. Provide guidance and counsel to students, which will promote their welfare and their proper educational development.

JOB DESCRIPTION
Locator Index: 5.01
Classroom Teacher (continued)

6. Administer the classroom and its program of organization and management. Discipline and control should be maintained at all times with those whom the teacher is charged with supervising.
7. Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards, and conferences.
8. Write clear and usable lesson plans that correlate with Ohio Department of Education standards, and proficiency guidelines, and district courses of study.
9. Submit lesson plans on time.
10. Demonstrate knowledge of subject matter.
11. Be prompt in arriving and dismissing a class in conformity with school schedules, as well as reporting promptly to school and to any meetings called. The teacher is not to leave school before the regular scheduled time unless permission is secured from the principal.
12. Present clear, complete, and accurate explanations suitable to levels of learners.
13. Approach subject matter in a positive and enthusiastic manner; present subject matter in a calm, self-confident, and poised manner.
14. Receive learners' questions comfortably, and answer them clearly and completely.
15. Give positive reinforcement to acceptable academic and social behavior.
16. Consistently confront undesirable behavior with firmness and fairness.
17. Monitor student behavior and activities.
18. Cooperated with special services programs, i.e., DH, LD tutoring, LD resource, Small Group Instruction Teams and will endeavor to make provisions for individual differences in students.
19. Ask relevant questions of varying difficulty throughout the lesson to check for understanding.
20. Encourage active student participation.
21. Assess student progress.
22. Provide homework that is relevant to the learning objective.

JOB DESCRIPTION
Locator Index: 5.01
Classroom Teacher (continued)

23. Provide for the care and protection of district property.
24. Keep an active record of texts, supplies, and equipment used in the classroom.
25. Refer attendance, health, and psychological/emotional problems to the principal and/or guidance counselor.
26. Assist in the selection of textbooks, equipment, and other instructional materials.
27. Accept a share of responsibility for committees and co-curricular activities.
28. Attend county, district, and faculty meetings (seminars, conferences, workshops, and so forth) as adopted in the district's calendar unless excused by the principal.

Other Duties and Responsibilities:

1. Be a positive role model for students.
2. Conduct other teaching related duties as assigned by the principal and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board of education and the negotiated agreement.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

JOB DESCRIPTION
Locator Index: 5.01
Classroom Teacher (continued)

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be in accordance with the board's policy and the negotiated agreement on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.02

Date _____

Title: 5.02 Teacher - Developmentally Handicapped

Reports to: Principal, director of special services, local superintendent

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Appropriate State of Ohio teaching certification
2. Demonstrate a sincere desire to aide all students
3. Demonstrate aptitude for successful completion of tasks assigned

General Description: To provide each developmentally handicapped student with a program that will enable him to reach his fullest physical, emotional, psychological and behavioral potential.

Essential Functions:

1. Provide a basic core program for developmentally handicapped students consistent with state education code requirements.
2. Coordinate and supervise work experience and on-campus job training programs involving the developmentally handicapped.
3. Work cooperatively with classroom teachers who have D.H. students in regular classes, interpreting the abilities and disabilities of these students to the entire staff and assisting the student with regular class assignments.
4. Confer frequently with parents and professional staff members regarding the educational, social, and personal problems of such students.
5. Assist other professional staff members in resolving the unique psychological or disciplinary problems of such students.
6. Assist in screening, evaluating and recommending placement of applicants in the school's D.H. program.

JOB DESCRIPTION
Locator Index: 5.02
Teacher - D.H. (continued)

7. Counsel individuals and groups of D.H. students with educational, occupational and personal problems.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other D.H. teaching related duties as assigned by the principal, director of special services, or local superintendent of schools and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board of education.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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JOB DESCRIPTION
Locator Index: 5.02
Teacher - D.H. (continued)

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be in accordance with the board's policy on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.03

Date _____

Title: 5.03 Teacher - Talented & Gifted (self-contained classroom)

Reports to: Principal and director of special services

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications

1. Certification as an elementary teacher
2. At least three years of successful classroom teaching
Experience in working with individualized instruction is desirable but not mandatory
3. Demonstrate aptitude for successful completion of tasks assigned

General Description: To help students learn subject matter and/or skills that will contribute to their development as mature, able and responsible men and women. To provide each student, insofar as possible, with the educational program which is appropriate for that child's ability and aptitude, and to provide enrichment experiences which are appropriate to the needs of the class.

Essential Functions:

1. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of students.
2. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
3. Guide the learning process toward the achievement of curriculum goals and--in harmony with the goals--establish clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
4. Employ instructional methods and materials that are most appropriate for meeting stated objectives.

JOB DESCRIPTION
Teacher - Talented & Gifted, self-contained classroom (continued)
Locator Index: 5.03

5. Assess the accomplishments of students on a regular basis and provide progress reports as required.
6. Provide enrichment activities which reflect the needs and abilities of the students and which are appropriate for the grade level.
7. Counsel with colleagues, students and/or parents on a regular basis.
8. Assist the administration in implementing all policies and/or rules governing student life and conduct, and develop for the classroom reasonable rules of classroom behavior and procedure and maintain order in the classroom in a fair and just manner.
9. Plan and supervise purposeful assignments for teacher aide(s) and/or volunteer(s) and, cooperatively with department heads, evaluate their job performance.
10. Strive to maintain and improve professional competence.
11. Attend staff meetings and serve on staff committees as required.
12. Adjust the instructional program for students assigned to the classroom.
13. Review and evaluate the instructional program.
14. Assist in curriculum development.
15. Assist in curriculum evaluation.
16. Disseminate program information to staff, parents, board of education and community.
17. Participate in the parent group organized for this group of students.
18. Cooperate and counsel with teacher/coordinator of resource group(s).
19. Perform all duties common to other teachers and appropriate to this position.
20. Aid in the evaluation of students currently enrolled in the program to assist in the determination of the appropriateness of continued participation.

JOB DESCRIPTION
Locator Index: 5.03

Teacher - Talented & Gifted, self-contained classroom (continued)

21. Cooperate with the teacher/coordinator of the gifted program in the planning of evening programs.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the teacher's duties as assigned by the principal or director of special services and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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JOB DESCRIPTION

Locator Index: 5.03

Teacher - Talented & Gifted, self-contained classroom (continued)

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.03a

Date _____

Title: 5.03a Teacher - Talented & Gifted (resource room)

Reports to: Principal and director of special services

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications

1. Certification as a teacher as per state standards for teaching talented and gifted
2. At least three years of successful classroom teaching
Experience in working with individualized instruction is desirable but not mandatory
3. Demonstrate aptitude for successful completion of tasks assigned

General Description: To provide each student assigned to the resource room with the educational program which is appropriate for that child's ability and aptitude.

Essential Functions:

1. Develop appropriate instructional schedule for assigned students.
2. Develop the instructional program for students assigned to the resource room and present that program.
3. Communicate with parents and be involved in the initial parent orientation meeting.
4. Counsel with parents and students.
5. Counsel with staff.
6. Assist in curriculum development.
7. Assist in curriculum evaluation.

JOB DESCRIPTION
Locator Index: 5.03a

Teacher - Talented & Gifted, resource room (continued)

8. Evaluate pupil progress.
9. Participate in the parent group organized for this group of students.
10. Cooperate and counsel with teacher(s) of self-contained groups.
11. Arrange orientation program for fourth grade talented and gifted students to view self-contained fifth and sixth grade program.
12. Assist in organizing orientation meeting between fourth grade enrichment parents and fifth and sixth grade enrichment teachers.
13. Aid in the evaluation of students currently enrolled in the program to assist in the determination of the appropriateness of continued participation.
14. Assist in disseminating program information to administrators, staff, and parents.
15. Perform duties common to other teachers and appropriate to this position.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the resource room teacher's duties as assigned by the principal and director of special services and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

JOB DESCRIPTION
Locator Index: 5.03a
Teacher - Talented & Gifted, resource room (continued)

Terms of Employment

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.04

Date _____

- Title:** 5.04 Teacher - Specific Learning Disabilities
- Reports to:** Principal, director of special services, local superintendent
- Work Activity Classification:** Light
- Employment Status:** Full-time
- FLSA Status:** Non-exempt
- Qualifications:**
1. Appropriate State of Ohio teaching certification
 2. Demonstrate a sincere desire to aide all students
 3. Demonstrate aptitude for successful completion of tasks assigned

General Description: To provide each learning disabled student with an individualized education program that will enable him to reach his fullest physical, emotional, psychological and behavioral potential.

Essential Functions:

1. Provide an academic program for each student based on the goals and objectives stated in their individualized education plan (I.E.P.).
2. Establish clear objectives for all lessons, units, and projects, and communicate these objectives to students.
3. Employ instructional methods and materials that are most appropriate for meeting stated objectives.
4. Provide the supportive services specified on the modifications for mainstreaming form for S.L.D. students in their regular class subjects.
5. Monitor academic progress based on a criterion-referenced test or check list.
6. Serve as a member of the I.E.P. committee for students in their unit.
7. Confer frequently with parents and staff members regarding the educational progress of students.

JOB DESCRIPTION
Locator Index: 5.04
Teacher - L.D. (continued)

8. Assist in the I.E.P. annual review process.
9. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
10. Assist the administration in implementing all policies and/or rules governing student life and conduct; develop for the classroom reasonable rules of classroom behavior and procedure; maintain order in the classroom in a fair and just manner.
11. Plan and supervise purposeful assignments for teacher aid(s) and/or volunteer(s) and cooperatively evaluate their job performance.
12. Strive to maintain and improve professional competence.
13. Attend staff meetings and serve on staff committees as required.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the L.D. teacher's duties as assigned by the principal, director of special services, or local superintendent of schools and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board of education.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able

JOB DESCRIPTION
Locator Index: 5.04
Teacher - L.D. (continued)

to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be in accordance with the board's policy on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index 5.05

Date: _____

Title: 5.05 Special Education Intervention Teacher

Reports to: Principal, director of special services, assistant superintendent,
local superintendent

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Appropriate State of Ohio teaching certification/licensure
2. Demonstrate a desire to aid all students
3. Demonstrate aptitude for successful completion of tasks assigned

General Description: Help students learn subject material and skills which will lead toward the fulfillment of their potential for intellectual, emotional, and psychological growth. Direct and evaluate the learning experiences of the students.

Essential Functions:

1. Maintain accurate student accounting records and become familiar with the cumulative records of all students in classes as required by district policy; maintain professional ethics.
2. Establish and maintain cooperative professional relationships with students, parents/guardian, colleagues, and community members.
3. Provide appropriate documentation as established by the LPDC guidelines for professional growth. Do necessary class work and clerical work to maintain, upgrade, or renew teaching certificate or licensure on time.
4. Dress professionally.
5. Provide guidance and counsel to the students, which will promote their welfare and their proper educational development.

JOB DESCRIPTION
Locator Index: 5.05
Special Education Intervention Teacher (continued)

6. Administer the classroom and its program of organization and management. Discipline and control should be maintained at all times with those whom the teacher is charged with supervising.
7. Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards, and conferences.
8. Write clear and usable lesson plans that correlate with Ohio Department of Education standards, and proficiency guidelines, and district courses of study.
9. Submit lesson plans on time.
10. Demonstrate knowledge of subject matter.
11. Be prompt in arriving and dismissing a class in conformity with school schedules, as well as reporting promptly to school and to any meetings called. The teacher is not to leave school before the regular scheduled time unless permission is secured from the principal.
12. Present clear, complete, and accurate explanations suitable to levels of learners.
13. Approach subject matter in a positive and enthusiastic manner; present subject matter in a calm, self-confident, and poised manner.
14. Receive learners' questions comfortably, and answer them clearly and completely.
15. Give positive reinforcement to acceptable academic and social behavior.
16. Consistently confront undesirable behavior with firmness and fairness.
17. Monitor student behavior and activities.
18. Cooperate with special services programs, i.e., DH, LD tutoring, LD resource, Small Group Instruction Teams, other classroom teachers, and will endeavor to make provisions for individual differences in students.
19. Ask relevant questions of varying difficulty throughout the lesson to check for understanding.
20. Encourage active student participation.
21. Assess student progress.

JOB DESCRIPTION
Locator Index: 5.05
Special Education Intervention Teacher (continued)

22. Provide homework that is relevant to the learning objective.
23. Provide for the care and protection of district property.
24. Keep an active record of texts, supplies, and equipment used in the classroom.
25. Refer attendance, health, and psychological/emotional problems to the principal and/or guidance counselor.
26. Assist in the selection of textbooks, equipment, and other instructional materials.
27. Accept a share of responsibility for committees and co-curricular activities.
28. Attend county, district, and faculty meetings (seminars, conferences, workshops, and so forth) as adopted in the district's calendar unless excused by the principal.
29. Provide an academic program for each student based on the goals and objectives stated in their individualized plan (I.E.P.).
30. Serve as a member of the I.E.P. team and assist in the I.E.P. annual review process. Prepare I.E.P.'s and other appropriate paperwork as required by the district.

Other Duties and Responsibilities:

1. Be a positive role model for students.
2. Conduct other teaching related duties as assigned by the principal and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board of education and the negotiated agreement.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume

JOB DESCRIPTION

Locator Index: 5.05

Special Education Intervention Teacher (continued)

work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be in accordance with the board's policy and the negotiated agreement on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index 5.07

Date: _____

Title: 5.07 Preschool Handicapped Teacher

Reports to: Principal, superintendent

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Appropriate State of Ohio teaching certificate
2. Demonstrate a sincere desire to aid all students
3. Demonstrate aptitude for successful completion of tasks assigned

General Description: Help students learn developmentally appropriate skills which will lead toward the fulfillment of their potential for intellectual, emotional and psychological growth.

Essential Functions:

1. Maintain records as required by district policy; maintain professional ethics.
2. Establish and maintain cooperative professional relationships.
3. Provide evidence of professional growth.
4. Model appropriate dress.
5. Provide guidance and counsel to the students, which will promote their welfare and their proper educational development.
6. Administer the classroom and its program of organization and management. Discipline and control should be maintained at all times with those whom the teacher is charged with supervising.
7. Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards, and conferences.
8. Develop an IEP to outline goals and objectives for individual achievement based on MFE.

JOB DESCRIPTION
Locator Index: 5.07
Preschool Handicapped Teacher (continued)

9. Write clear and usable plans based on each student's I.E.P.
10. Lesson plans indicate implementation of courses of study.
11. Submit lesson plans on time.
12. Demonstrate knowledge of subject matter.
13. Be prompt in arriving in and dismissing a class in conformity with school schedules, as well as reporting promptly to school and to any meetings called. The teacher is not to leave school before the regular scheduled time unless permission is secured from the principal.
14. Present clear, complete, and accurate explanations suitable to level of learners.
15. Approach subject matter in a positive and enthusiastic manner; present subject matter in a calm, self-confident, and poised manner.
16. Receive learners' questions comfortably and answer them clearly and completely.
17. Give positive reinforcement to acceptable academic and social behavior.
18. Consistently confront undesirable behavior with firmness and fairness.
19. Give clear and concise instructions.
20. Begin and end lessons on time.
21. Monitor student behavior and activities.
22. Show respect and consideration for students, staff, parents, and so forth.
23. Cooperate with staff to make provisions for individual differences in students, including providing purposeful assignments for the teacher's aide.
24. Present objectives clearly.
25. Present material relevant to the objective clearly and accurately.
26. Provide activities that will help learners meet the objectives.

JOB DESCRIPTION
Locator Index: 5.07
Preschool Handicapped Teacher (continued)

27. Ask relevant questions throughout the lesson to check for understanding.
28. Ask questions of varying difficulty.
29. Encourage active student participation.
30. Periodically assess student progress.
31. Provide home activities relevant to the learning objective.
32. Maintain accurate pupil accounting records and become familiar with the cumulative records of all students in classes.
33. Provide for the care and protection of district property.
34. Keep an active record of texts, supplies, and equipment used in the classroom.
35. Foster desirable school-community relationships.
36. Refer attendance, health, and psychological/emotional problems to principal and/or guidance counselor.
37. Assist in the selection of textbooks, equipment, and other instructional equipment.
38. Accept a share of responsibility for committees and co-curricular activities as assigned.
39. Attend county, district, and faculty meetings (seminars, conferences, workshops, and so forth, as adopted in the district's calendar unless excused by the principal.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the teacher's duties as assigned by the principal or local superintendent of schools and as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 5.07
Preschool Handicapped Teacher (continued)

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board of education.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be in accordance with the board's policy on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.08

Date _____

Title: 5.08 School Psychologist

Reports to: Local superintendent, assistant superintendent, director of special services

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Appropriate State of Ohio certification
2. Demonstrate a sincere desire to aid all students
3. Demonstrate aptitude for successful completion of tasks assigned

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

Essential Functions:

1. Maintain records as required by district policy; maintain professional ethics.
2. Evaluate intellectual, social, emotional, motor skills, academic, and adaptive behavior of children referred by school personnel, parents, and community agencies.
3. Participate in the identification, re-evaluation, and placement of handicapped children as prescribed in Ohio Department of Education standards.
4. Maintain an adequate system of records and communications conducive to the functioning of a school psychologist, conduct record reviews for students evaluated, including the writing of clear and concise reports.
5. Provide counseling service for individual or small groups with student, teachers or parents.

JOB DESCRIPTION
Locator Index: 5.08
School Psychologist (continued)

6. Interpret the results of group tests, perform research, complete special studies, and formulate appropriate and practical suggestions for teacher and parent usage.
7. Provide consultant service to school officials and community agencies, including in-service meetings for school staff and parents as requested.
8. Recommend appropriate classroom management strategies for behavior management and appropriate classroom adjustments/modifications for learning problems.
9. Serve as a resource person to the school staff, parents, and the community in developing better understanding and application of the principles of child development, learning, mental health, and individual differences.
10. Participate in the development and implementation of new educational programs.
11. Prepare formal studies and reports of services.
12. Cooperate with all central office staff.
13. Establish and maintain cooperative professional relationships with students, parents/guardians, colleagues, and community members.
14. Grow in competence and knowledge through attendance at professional meetings and study of professional literature.
15. Participate in Special Education Annual Reviews.

Other Duties and Responsibilities:

1. Serve as a role model for students.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Interaction among unruly children.

JOB DESCRIPTION
Locator Index: 5.08
School Psychologist (continued)

Terms of Employment:

Salary and work year to be established by the board of education and the negotiated agreement.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be in accordance with the board's policy and the negotiated agreement on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.09

Date _____

Title: 5.09 Speech and Language Pathologist

Reports to: Director of special services, principal, local superintendent

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Appropriate State of Ohio licensure/certification
2. Demonstrate a sincere desire to aid all students
3. Demonstrate aptitude for successful completion of tasks assigned

General Description: To help reduce or eliminate speech, language, and hearing impediments that interfere with the individual student's ability to derive full benefit from the district's educational program.

Essential Functions:

1. Maintain records as required by district policy; maintain professional ethics.
2. Serve as a resource to school staff members in the development of a balanced program for oral communication and speech improvement.
3. Provide a therapeutic program to meet individual needs of speech, language, and hearing handicapped children.
4. Assist and guide teachers in observing, describing, and referring suspected and identified speech, language, and hearing impairments.
5. Provide a thorough assessment and diagnosis of speech, voice, hearing, rhythm, and language impairments.
6. Provide screening to identify speech handicapped children at regular intervals and at specified levels, including kindergarten screening.

JOB DESCRIPTION

Locator Index: 5.09

Speech and Language Pathologist (continued)

7. Assist in proper referrals of individuals to agencies and specialists in the community as appropriate.
8. Provide appropriate individualized programs of therapy to meet individual student's needs and correct existing speech or language handicaps.
9. Collaborate with classroom teachers and other school staff members to implement therapy by suggestions for the student's daily activities.
10. Provide information, support, and counseling to parents and families when appropriate.
11. Provide in-service education and serve as a consultant to teachers and school staff members on topics concerning speech improvement.
12. Keep thorough, ongoing records for the individual student receiving therapy or other school-provided speech services.
13. Maintain lists of referred, screened, and eligible students, as well as directory of outside agencies, consultants, specialists, and related services.
14. Follow a regular set schedule and arrive for each class or session on time.
15. Fulfill the same time schedule as all district teachers as to time of arrival and departure.
16. Requisition materials and supplies from principal.
17. Submit a final report at the conclusion of the school year listing classification of disorders treated, case loads enrollment by grade level, number of students receiving therapy by schools, and any other information deemed pertinent by the therapist.
18. Provide the local superintendent and each principal with a complete schedule of general itinerary and extra activities. This schedule is provided at the beginning of the school year.
19. Assume responsibility for storage and proper care of materials, supplies, and equipment.
21. Cooperate with the Medina County Educational Service Center and regional supervisors.

JOB DESCRIPTION

Locator Index: 5.09

Speech and Language Pathologist (**continued**)

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the therapist's duties as assigned by the director of special services, principal or local superintendent of schools and as permitted by the negotiated agreement.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

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JOB DESCRIPTION
Locator Index: 5.09
Speech and Language Pathologist (continued)

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of professional personnel.

Re-adoption date: June 16, 2014

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

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(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.10

Date _____

Title: 5.10 Librarian - High School

Reports to: Building principal

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications: Set by state certification authorities

General Description: Provide students and faculty with a wide range of quality materials and services, through traditional print and new technologies, in order to support both the curriculum and personal growth. Demonstrate aptitude for successful completion of tasks assigned.

Essential Functions:

ADMINISTRATIVE

1. Provide and administer a library program which meets the Minimum Standards for Secondary Schools.
2. Create policies and procedures for effective utilization of materials, technologies and other library resources.
3. Create an atmosphere conducive to individual learning and critical thinking for both students and staff.
4. Develop and administer a yearly budget for the high school library program.
5. Evaluate and select new print and non-print materials, and electronic and on-line databases to strengthen curriculum.
6. Maintain a comprehensive and effective system for cataloging all library materials.
7. Maintain circulation statistics, budget and other records for annual reports.
8. Select and evaluate materials for a professional collection.

JOB DESCRIPTION
Locator Index: 5.10
Librarian - high school (continued)

9. Provide and schedule the use of current audio-visual and computer equipment and keep items in good repair.
10. Provide staff with information concerning new library acquisitions and services.
11. Read professional journals for use as selection aids as well as to enrich professional and technical knowledge.
12. Supervise in the removal of outdated materials and equipment.
13. Inventory all print and non-print material and equipment each year.
14. Arrange for inter-library loan of materials for students and teachers from public and university libraries.

PERSONNEL AND STUDENTS

1. Supervise and evaluate educational library aide.
2. Inform and supervise library assistants in their daily responsibilities and duties.
3. Inventory individual students and/or classes to determine their interests.
4. Counsel with and give reading and computer guidance to students with special needs.
5. Conduct group instruction on library and computer skills for gathering research materials in both print, non-print and on-line databases.
6. Plan with teachers to integrate library, media and computer resources into the instructional experience.
7. Supervise and help foster in students from individual classes and study halls, a respect for reading and a competency in locating, evaluating and applying information to promote self-learning throughout life.
8. Participate at departmental meetings or consult with individual teachers concerning curriculum topics and needed resources, keeping abreast of new or changing curriculum trends.
9. Cooperate with other information agencies in networking arrangements to expand access to and enrich information to students and staff.

JOB DESCRIPTION
Locator Index: 5.10
Librarian - high school (continued)

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other duties related to the librarian's duties as assigned by the principal and as permitted by the negotiated agreement

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue
2. Occasional interaction among unruly children

Terms of Employment:

Salary and work year to be established by the board.

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Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
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	Bend, Stoop, Twist/hr.	0	15	30	50
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	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.10a

Date: _____

Title: 5.10a Elementary Librarian

Reports to: Principals, assistant superintendent

Work Activity Classification: Light

Supervises: Library assistants in the elementary schools

Employment Status: Full Time

FLSA Status: Non-Exempt

Qualifications:

1. Bachelor's degree
2. Appropriate State of Ohio certification
3. Demonstrate aptitude for successful completion of tasks assigned

General Description: Responsible for administering the school library and providing leadership in curriculum support to students and staff. The librarian's teaching skills should be complemented with skills in technical production.

Essential Functions:

1. Demonstrate effective interpersonal relations with students, teachers, administrators, other school library specialists, and the community.
2. Evaluate the library program for compliance with Minimum Standards for Elementary and Secondary Schools.
3. Establish policies and procedures for effective utilization of materials, resources and staff.
4. Develop budget proposals.
5. Maintain records of expenditures for all the elementary schools.
6. Make recommendations in hiring personnel and recruiting volunteers.
7. Supervise library assistants in the elementary schools.
8. Conduct staff development programs.

JOB DESCRIPTION
Locator Index: 5.10a
Elementary Librarian (continued)

9. Arrange the library to support a variety of learning activities.
10. Supply current statistical data and reports to administrators.
11. Cooperate with other school and local library personnel and organizations.
12. Become familiar with courses of study and provide students and staff with services, media, and equipment to support these courses of study.
13. Survey staff and students to determine needed resources.
14. Evaluate the select media in cooperation with students and staff.
15. Provide reading guidance and assist in referrals.
16. Provide reference services for staff and students.
17. Promote professional reading for staff.
18. Read and scan professional journals.
19. Select and organize materials for the professional collection.
20. Keep current with educational trends.
21. Demonstrate knowledge and understanding of up-to-date print and online data bases to meet the needs of students and staff.
22. Evaluate available and emerging information technologies and their application to school libraries.
23. Acquire, organize and maintain materials, keeping appropriate records and statistics.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and responsible, intelligent human being.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the librarian's duties as assigned by the building principal or assistant superintendent and as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 5.10a
Elementary Librarian (continued)

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

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Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Walk (Hours/Day)	1	3	4	5
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**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.10b

Date _____

Title: 5.10b Library/Media Specialist - Middle School

Reports to: Building principal

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications: Set by state certification authorities

General Description: To make easily available to the students and faculty as wide a range of materials of superior quality as possible on which to base critical judgments. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Evaluate, select and requisition new library materials.
2. Assist teachers in the selection of books and other instructional materials.
3. Inform teacher, staff and students concerning new materials the library acquires.
4. Maintain a comprehensive and efficient system for cataloging all library materials and instruct teachers and students on use of the system.
5. Arrange for inter-library loan of materials of interest or use to teachers.
6. Work with teachers in planning those assignments likely to lead to extended use of library resources.
7. Promote appropriate conduct of students using library facilities.
8. Help students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
9. Present and discuss materials with a class studying a particular topic, on the invitation of the teacher.
10. Participate at curriculum meeting.

JOB DESCRIPTION
Locator Index: 5.10b
Library/Media Specialist - Middle School

11. Counsel with and give reading guidance to students who have special reading problems or unusual intellectual interest.
12. Prepare and administer the library budget.
13. Supervise library aides in the performance of their duties.
14. Have a basic working knowledge of technology applications and hardware.
15. Work with staff in developing technology programs.
16. Develop and institute a unit on the use of the middle school media center.
17. Serve on the Middle School Technology Committee.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other duties related to the librarian's duties as assigned by the principal and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification

JOB DESCRIPTION
Locator Index: 5.10b
Library/Media Specialist - Middle School

address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Date _____

Title: 5.11 District Literacy Specialist

Reports to: Principal, Director of Curriculum and Instruction

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Appropriate State of Ohio teaching certification/licensure
2. Minimum of five years teaching experience.
3. Masters Degree
4. Reading Endorsement
5. Excellent communication and presentation skills
6. Deep understanding of scientifically based reading research and evidence-based practices for teaching reading.

General Description: The District Literacy Specialist will provide assistance to teachers, principals, classroom aides, Title 1 aides and instructors so that appropriate research-based strategies are employed in order for students to achieve literacy. The Literacy Specialist will deliver professional development, assist with classroom level, team level, grade level, and building level assessment and data analysis, model best practice instruction for teachers, serve as a literacy resource for teachers, principals, classroom aides, and Title 1 aides and instructors.

Essential Functions:

1. Exhibit theoretical and research-based knowledge of language acquisition and child development through middle childhood.
2. Assist teachers in recognizing and responding to the multiple needs of the diverse learners in our district.
3. Assist teachers in utilizing a variety of on-going, instructionally based assessment approaches to inform and differentiate instruction.
4. Research, teach, and model best practices used to address the needs of those students who struggle with reading and writing.

5. Assist with implementing a balanced approach of direct teaching using authentic, literature based reading and writing opportunities.
6. Work with teachers and administrators to develop and use appropriate literacy strategies, implementation plans, and assessment tools.
7. Assist with district and school-wide literacy initiatives.
8. Provide ongoing professional development to staff.
9. Provide constructive feedback to teachers in their approach and instruction in reading and writing.
10. Demonstrate instructional leadership and professionalism.

Other Duties and Responsibilities:

1. Effectively communicate accurate and research based information to teachers and students in a way that enhances student learning.
2. Create a positive atmosphere that promotes cooperation with administration, parents, coworkers, and students.
3. Demonstrate concern for students' and teachers' well being.
4. Embrace and encourage the acceptance of diversity.
5. Maintain a familiarity with current educational issues.
6. Use current technology for instruction and management purposes.
7. Be available for consult with parents, students, administration, and peers.
8. Prepare and plan instruction and professional development.
9. Disaggregate and analyze data to target instruction, enhance student learning, and inform teacher practice.
10. Perform all other duties as assigned by Principal, Director of Curriculum and Instruction, or Superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board of education and the negotiated agreement.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be in accordance with the board's policy and the negotiated agreement on evaluation of certified personnel.

Approval Date: March 25, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOL
JOB DESCRIPTION**

Locator Index: 5.12

Date _____

Title: 5.12 Elementary Guidance Counselor

Reports to: Principal, director of special services, local superintendent

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA: Non-exempt

Qualifications:

1. Appropriate State of Ohio teaching certificate
2. Experience in guidance counseling
3. Demonstrate a sincere desire to aid all students
4. Demonstrate aptitude for successful completion of tasks assigned

General Description: Help students overcome experiences that impede their learning and assist them in making educational, social, emotional, occupational, and life decisions that help determine their personal and academic fulfillment.

Essential Functions:

1. Orient new students to school procedures and opportunities.
2. Maintain student records and protect their confidentiality.
3. Help students recognize, cope and adjust to educational handicaps.
4. Work to discover and develop students' special abilities.
5. Guide students in their participation in school and community activities.
6. Help students evaluate career interests and choices.
7. Work with students on an individual basis in the solution of personal experiences as related to peers, home, family relationships, health, emotional adjustment, and academic concerns.

JOB DESCRIPTION
Locator Index: 5.12
Elementary Guidance Counselor (continued)

8. Confer with parents and teachers when situations warrant.
9. Interpret the guidance program to the community.
10. Provide in-service training in guidance for teachers and staff members.
11. Advise administrators and faculty on matters of student concerns.
12. Assist in the orientation of new faculty members.
13. Provide outside resource information to parents and school personnel.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the counselor's duties as assigned by the principal or local superintendent of schools and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may

JOB DESCRIPTION
Locator Index: 5.12
Elementary Guidance Counselor (continued)

require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.12a

Date _____

Title: 5.12a Guidance Counselor - Middle School

Reports to: Principal and director of special services

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. At least three years of successful teaching experience
2. A valid certificate as a guidance counselor
3. A master's degree, or its equivalent, representing intensive course work in the principles and practices of educational guidance, educational testing and measurement, counseling, organization and administration of guidance services, and the psychology of learning
4. Demonstrate aptitude for successful completion of tasks assigned

General Description: 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.

Essential Functions:

1. Register students new to the school and orient them to school procedures and the school's varied opportunities for learning.
2. Aid students in course and subject selection (grades 8 & 9).
3. Maintain student records and protect their confidentiality.
4. Work to resolve the student's educational handicaps.
5. Work to discover and develop special abilities of students.
6. Arrange for tutors and summer school work.
7. Guide students in their participation in school activities.

JOB DESCRIPTION
Locator Index: 5.12a
Guidance Counselor - Middle School (continued)

8. Obtain and disseminate occupational information to students and to classes studying occupations.
9. Help students evaluate career interests and choices.
10. Organize and conduct an annual "Career Day."
11. Work with students on an individual and group basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment.
12. Confer with parents whenever necessary.
13. Interpret the guidance program to the community.
14. Provide in-service training in guidance for teachers and student teachers.
15. Advise administrators and faculty on matters of student discipline.
16. Assist in the orientation of new faculty members.
17. Be available for extra assignments or duties.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other duties related to the guidance counselor's duties as assigned by the principal and/or director of special services and as permitted by the negotiated agreement.

Additional Working conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

JOB DESCRIPTION
Locator Index: 5.12a
Guidance Counselor - Middle School (continued)

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.13

Date _____

Title: 5.13 Guidance Counselor - High School

Reports to: Principal and director of special services

Work Activity Classification: Sedentary

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. At least three years of successful teaching experience
2. A valid certificate as a guidance counselor
3. A master's degree, or its equivalent, representing intensive course work in the principles and practices of educational guidance, educational testing and measurement, counseling, organization and administration of guidance services, and the psychology of learning
4. Such alternatives or additions to the above qualifications as the board of education may find appropriate and acceptable
5. Demonstrate aptitude for successful completion of tasks assigned

General Description: To assist students in making educational, occupational and life plans that will allow them to maximize their full potential. To assist students and their families to actualize the student's full potential.

Essential Functions:

1. Register students new to the school and orient them to school procedures and the school's varied opportunities for learning.
2. Aid students in course and subject selection.
3. Maintain student records and protect their confidentiality.
4. Work to accommodate the student's educational placement.
5. Work to discover and develop special abilities of students.
6. Work to prevent students from dropping out of school.

JOB DESCRIPTION
Locator Index: 5.13
Guidance Counselor - High School (continued)

7. Provide student information to colleges and potential employers according to provisions of the board of education's policy on student records.
8. Plan field trips to Medina County Career Center and to other pertinent places.
9. Make recommendations to colleges for admissions and scholarships.
10. Arrange for tutors and summer school work.
11. Guide students in their participation in school and community activities.
12. Obtain and disseminate occupational information to students and to classes studying occupations.
13. Help students evaluate career interests and choices.
14. Work with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment.
15. Confer with parents whenever necessary.
16. Interpret the guidance program to the community.
17. Provide in-service training in guidance for teachers and student teachers.
18. Advise administrators and faculty on matters of student issues.
19. Assist in the orientation of new faculty members.
20. Coordinate the Advanced Placement program.
21. Coordinate and organize various testing programs--Proficiency, PLAN, PSAT, ACT, SAT, ASVAB, etc.
22. Coordinate college, military and business representatives visiting Cloverleaf.
23. Organize College Night, Financial Aid Night, Post Secondary Option Night and other parent meetings.
24. Inform and maintain accurate information on the Post Secondary Option.
25. Coordinate Volunteer Opportunities for Teens and maintain accurate records.

JOB DESCRIPTION
Locator Index: 5.13
Guidance Counselor - High School (continued)

26. Coordinate scholarship information including the county and local scholarships.
27. Organize the two recognition evenings for students in the spring.
28. Serve as a liaison between parents and teachers dealing with student issues.
29. Serve on the Student Assistance Team, Attendance Committee and other committees designated by the administration.
30. Publicize guidance information to the students, staff and parents on a regular basis.
31. Be available for extra assignments or duties.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other duties related to the guidance counselor's duties as assigned by the principal and/or director of special services and as permitted by the negotiated agreement.

Additional Working conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions.

JOB DESCRIPTION
Locator Index: 5.13
Guidance Counselor - High School (continued)

Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Date_____

Title: 5.14 District Preschool Specialist

Reports to: Principal, Director of Special Services

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Appropriate State of Ohio teaching certification/licensure
2. Minimum of five years teaching experience.
3. Masters Degree
4. Reading Endorsement
5. Excellent communication and presentation skills
6. Deep understanding of scientifically based early childhood and special education research and evidence-based practices for teaching preschool children with and without disabilities.

General Description: The District Preschool Specialist will direct the early childhood program. The Preschool Specialist provides assistance to teachers, principals, classroom aides, families and community early childhood providers so that appropriate research-based strategies are employed in order for students to achieve access and progress in the Ohio Early Learning Content Standards. The Preschool Specialist will deliver professional development, assist with classroom and team level assessment and data analysis, model best practice instruction for teachers, serve as an early childhood resource for teachers, principals, classroom aides, families, and community early childhood providers. The Preschool Specialist will provide direct and consultative preschool itinerant services to children within their homes, community.

Essential Functions:

1. Oversees/coordinates enrollment/withdrawal procedures, including referrals from Help Me Grow, parents and the community, and, management of student record.
2. Directs the development of program information, registration materials and student handbook.
3. Facilitates/monitors program compliance with all pertinent local, state and federal laws.

JOB DESCRIPTION
Locator Index: 5.14
District Preschool Specialist

4. Maintains records as required by district policy; maintains professional ethics.
5. Oversees the collection of accurate program data and the timely processing of required paperwork.
6. Evaluate social, emotional, motor, academic skills and adaptive behavior of children referred by school personnel, parents and community agencies.
7. Maintains an adequate system of records and communication conducive to the functioning of a district preschool specialist, conduct records reviews for students evaluated, including the writing of clear and concise reports.
8. Collaboratively develops curriculum, selects instructional materials and identifies teaching methods best suited to address state standards and district curriculum goals.
9. Guides staff in the utilizing a variety of on-going, instructionally based assessment approaches to inform and differentiate instruction, and, to gauge student progress toward achievement benchmarks.
10. Assist teachers in recognizing and responding to the multiple needs of the diverse learners in our district. Assists staff with pupil management issues.
11. Research, teach, and model best practices used to address the needs of preschoolers with and without a disability.
12. Provide ongoing professional development to staff and serves as a resource to school staff, parents and the community in developing better understanding and application of the principles of child development, learning, mental health, and individual differences.
13. Provide constructive feedback to teachers and paraprofessionals in their approach and instruction of preschoolers.
14. Demonstrate instructional leadership and professionalism.
15. Attends and may chair student evaluation and IEP meetings.
16. Oversees student testing programs. Maintains test security. Establishes standardized procedures to ensure accurate recording and timely preservation of test data. Analyzes test results.

Other Duties and Responsibilities:

JOB DESCRIPTION
Locator Index: 5.14
District Preschool Specialist

1. Provide direct and/or consultative itinerant preschool special education services within early childhood natural environments (e.g., home, library, store, community-based early childhood settings).
2. Effectively communicate accurate and research based information to teaching staff, parents and community-based providers in a way that enhances student learning.
3. Create a positive atmosphere that promotes cooperation with administration, parents, coworkers, and community-based providers.
4. Demonstrate concern for students', parents' and teaching staff well-being.
5. Embrace and encourage the acceptance of diversity.
6. Maintain a familiarity with current educational issues.
7. Use current technology for instruction and management purposes.
8. Be available for consult with parents, students, administration, peers and community-based providers.
9. Prepare and plan instruction and professional development.
10. Disaggregate and analyze data to target instruction, enhance student learning, and inform teacher practice.
11. Perform all other duties as assigned by Principal, Director of Special Services Director of Curriculum and Instruction, or Superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board of education and the negotiated agreement.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be in accordance with the board's policy and the negotiated agreement on evaluation of certified personnel.

Adoption Date: July 27, 2015

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

Body Part	Primary Work Function	Sedentary	Light	Medium	Heavy
General Description *	Lifting (lb)	10 lb occasionally; 0 lb frequently/ constantly	20 lb occasionally; 10 lb frequently; Negligible constantly	50 lb occasionally; 20 lb frequently; 10 lb constantly	100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	10 lb occasionally; 0 lb frequently/ constantly	20 lb occasionally; 15 lb frequently; Negligible constantly	50 lb occasionally; 25 lb frequently; 10 lb constantly	100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5-2.1	2.2-3.5	4.6-6.3	7.1-7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.18

Date _____

Title: 5.18 LD Tutor

Reports to: Principal, director of special services, local superintendent

Work Activity Classification: Light

Employment Status: Full-time/part-time

FLSA Status: Non-exempt

Qualifications:

1. Appropriate State of Ohio teaching certification
2. Demonstrate a sincere desire to aide all students
3. Demonstrate aptitude for successful completion of tasks assigned

General Description: To provide remediation and reinforcement of reading, mathematics, and language arts skills. Also, to teach and assist with organization of academic work and encourage a positive self-image with students identified as learning disabled and properly placed in L.D. tutoring.

Essential Functions:

1. Pre- and post-test students receiving tutoring services.
2. Provide services designated in I.E.P.
3. Write I.E.P.'s for students when a continued program is necessary.
4. Keep accurate records of student activities, including complete lesson plans and evaluation results.
5. Confer on a regular basis with students' classroom teachers.
6. Schedule students for L.D. tutoring.
7. Schedule and conduct parent conferences including review committees and I.E.P. conferences.

Other Duties and Responsibilities:

JOB DESCRIPTION
Locator Index: 5.18
L.D. Tutor (continued)

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the L.D. teacher's duties as assigned by the principal, director of special services, or local superintendent of schools and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board of education.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be in accordance with the board's policy on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

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**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.19

Date_____

Title: 5.19 Title I Teacher

Reports to: Principal

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Appropriate State of Ohio certification
2. Demonstrate aptitude for successful completion of tasks assigned

General Description: Through individualized instruction and various assessments, students will make sufficient gains in working towards passing the fourth grade proficiency test. Title I teachers, classroom teachers, parents and/or guardians are involved in a cooperative effort for maximum gains towards meeting this goal.

Essential Functions:

1. Hold an annual open house to which all parents or guardians of eligible students are invited. Explain the Title I program, procedures and activities made possible with the available Title I funds.
2. Provide each classroom teacher with a grade level check list to evaluate each student in the fall and spring. Review the check list with the teacher.
3. Using various assessments throughout the year, the Title I teacher will track gains the student has made from the beginning of the year until the end of the school year.
4. Provide an appropriate remediation program for each student.
5. Collaborate with classroom teachers, staff and parents for reinforcement of needed skills.
6. Provide information to parents on a regular basis through written or oral means concerning their child's progress.

JOB DESCRIPTION
Locator Index: 5.19
Title I Teacher (continued)

7. Hold parent-teacher conferences in November and in May.
8. Complete and review the Title I compact with the parents or guardian at the November conference.
9. Class scheduling and class lists, as guided by the narrative, shall be approved by the building principal and assistant superintendent.
10. Each Title I teacher shall be familiar with the narrative of Cloverleaf Title I.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other duties related to the Title I teacher's duties as assigned by the principal or assistant superintendent and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

JOB DESCRIPTION
Locator Index: 5.19
Title I Teacher (continued)

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.20

Date _____

Title: 5.20 Tutor

Reports to: Principal

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Appropriate State of Ohio certification
2. Demonstrate aptitude for successful completion of tasks assigned

General Description: Through individualized instruction and various assessments, students will make more than one year growth in working towards passing the OAA. Tutors, classroom teachers, parents and/or guardians are involved in a cooperative effort for maximum gains towards meeting this goal.

Essential Functions:

1. Participate and plan an annual open house to which all parents or guardians of eligible students are invited. Explain the Title I program, procedures and activities made possible with the available Title I funds.
2. Provide each classroom teacher with a grade level check list to evaluate each student in the fall and spring. Review the check list with the teacher.
3. Using various assessments throughout the year, the Tutor will track gains the student has made from the beginning of the year until the end of the school year.
4. Provide strategic instruction for each student.
5. Collaborate with classroom teachers, staff and parents for reinforcement of needed skills.
6. Provide information to parents on a regular basis through written or oral means concerning their child's progress.

JOB DESCRIPTION
Locator Index: 5.20
Tutor (continued)

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other duties related to the Tutor's duties as assigned by the principal or Director of Curriculum and Instruction as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

JOB DESCRIPTION

Locator Index: 5.20

Tutor (continued)

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

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Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of certified personnel.

Adoption date: July 22, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.22

Date _____

Title: 5.22 In-School Suspension/Intervention Teacher

Reports to: Principal, local superintendent

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Appropriate State of Ohio teaching certification
2. Skills in interpersonal relations
3. Possess skills or be willing to improve skills in dealing with students involved in substance abuse
4. Demonstrate aptitude for successful completion of tasks assigned

General Description: Provide supervision and instruction, as well as behavior modification, for middle and high school students assigned to the in-school suspension program.

Essential Functions:

1. Create an environment that is conducive to learning and appropriate to the maturity of students.
2. Employ instructional assistance and materials that are most appropriate for meeting stated objectives of the program.
3. Assess the accomplishments of students.
4. Counsel with colleagues, students, and/or parents on a regular basis.
5. Assist the administration in implementing all policies and/or rules governing student life and conduct; develop for the classroom reasonable rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.
6. Strive to maintain and improve professional competence.
7. Attend staff meetings and serve on staff committees as required.

JOB DESCRIPTION
Locator Index: 5.22

In-school Suspension/Intervention Teacher (continued)

8. Involve counselors in dealing with social student problems.
9. Maintain appropriate records and protect their confidentiality.
10. Work to resolve students' educational handicaps.
11. Work to prevent students from dropping out of school.
12. Counsel students in their participation in school and community activities.
13. Work with students on an individual basis in the solution of personal problems related to such problems and home and family relations, health, and emotional adjustment.
14. Confer with parents whenever necessary.
15. Advise administrators and faculty on matters of student discipline.
16. Be available for extra assignments or duties.
17. Communicate with the appropriate teacher, principal, counselor or parent regarding the conduct, attitude, and progress of assigned students. Such communication may be verbal or written, and documented.
18. In cases where assigned students are involved in substance abuse, the supervisor will work to reduce such abuse through communication, cooperation and follow-up with appropriate school and community personnel.
19. The work day will be secondary or elementary as assigned by the high school principal.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the ISS/intervention teacher's duties as assigned by the principal or local superintendent of schools and as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 5.22
In-school Suspension/Intervention Teacher (continued)

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board of education.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be in accordance with the board's policy on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.25

Date _____

Title: 5.25 Head Teacher

Reports to: Principal

Work Activity Classification: Light

Employment Status: Part-time

FLSA Status: Non-exempt

Qualifications:

1. Appropriate State of Ohio teaching certification
2. Demonstrate a sincere desire to aid all students
3. Demonstrate aptitude for successful completion of tasks assigned

General Description: Perform assigned duties in absence of the building principal.

Essential Functions:

1. Oversee the arrival and dismissal of students to buses; a.m. and p.m. bus duty.
2. Inform administrator and act upon issues that arise in the building concerning coverage of staff absence during the school day due to emergency needs, as per negotiated teacher contract; decisions or confirmations of procedures dealing with getting children home or released from premises; control and application of discipline of disruptive students; and medical emergencies.
3. Seek the advice of alternative administrator in charge in the absence from the district of the building principal, and follow up with contact when dealing with every day situations.
4. Provide leadership when making the decision to evacuate the building in case of an emergency.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.

JOB DESCRIPTION
Locator Index: 5.25
Head Teacher (continued)

3. Conduct other duties related to the teacher's duties as assigned by the principal or local superintendent of schools and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board of education.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation:

Performance of this job will be in accordance with the board's policy on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.25a

Date _____

Title: 5.25a Elementary Student Council Advisor

Reports to: Principal

Work Activity Classification: Light

Employment Status: Part-time

FLSA Status: Non-exempt

Qualifications:

1. Valid state teacher's certificate
2. Demonstrate aptitude for successful completion of tasks assigned

General Description: Organize the fourth through sixth grade student homeroom representatives into a collective body known as the _____ Student Council in the first month of school.

Essential Functions:

1. Oversee student council election for president, vice president, secretary and treasurer (sixth grade students only).
2. Supervise an election speech assembly for students running for office. This is done for the students in grades four through six.
3. Tabulate and announce results of election.
4. Teach officers and members how to run a proper meeting.
5. Instruct each officer on his/her duties.
6. Hold monthly meeting.
7. Help students plan service projects for school and community.
8. Assist students in planning and selecting two school assemblies each year.
9. Organize and oversee a money-making project for the year.

JOB DESCRIPTION
Locator Index: 5.25a
Elementary Student Council Advisor (continued)

10. Help students select and donate gift for school.
11. Oversee any project with which the administration needs student council's help.
12. Be accountable for seeing that student council money and records are in order.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the advisor's duties as assigned by the principal and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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JOB DESCRIPTION
Locator Index: 5.25a
Elementary Student Council Advisor (continued)

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

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My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.25b

Date _____

Title: 5.25b Elementary Safety Patrol Advisor

Reports to: Principal

Work Activity Classification: Light

Employment Status: Part-time

FLSA Status: Non-exempt

Qualifications:

1. Appropriate State of Ohio teaching certification
2. Demonstrate a sincere desire to aid all students
3. Demonstrate aptitude for successful completion of tasks assigned

General Description: Provide supervised guards for facilitation of safe crossing of students on their way to and from regularly scheduled school.

Essential Functions:

1. Select and schedule students.
 - a. Select appropriate number of responsible students to serve as crossing guards.
 - b. Schedule adequate number of students to maintain safe crossing conditions.
 - c. Provide principal with roster and duty schedule.
2. Inventory and maintain equipment.
 - a. Repair and assemble crossing flags.
 - b. Distribute belts, badges, raincoats and rain hats to guards on duty.
 - c. Inventory equipment on hand.
 - d. Order equipment as needed.
3. Supervise students.
 - a. Observe students at duty stations.
 - b. Conduct organizational, instructional and safety meetings for crossing guards.
 - c. Maintain discipline among guards, students and others at crossing areas.
4. Motivate students to participate in the program.

JOB DESCRIPTION
Locator Index: 5.25b
Safety Patrol Advisor (continued)

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the advisor's duties as assigned by the principal and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board of education.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation:

Performance of this job will be evaluated annually in accordance with the board's policy on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.25c

Date _____

Title: 5.25c Yearbook Advisor

Reports to: Principal

Work Activity Classification: Light

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. A valid state teacher's certificate.
2. Demonstrate aptitude for successful completion of tasks assigned

General Description: To help provide the kind of instruction and leadership that enables the yearbook staff to develop the annual yearbook for Cloverleaf High School.

Essential Functions:

1. Organize staff and specific duties for all members of the staff.
2. Make sure photographs are taken throughout the year.
3. Work with the studio and the principal in the taking of the senior pictures.
4. Organize the staff in obtaining yearbook advertisements.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practices of ethical principles and democratic values.
3. Conduct other duties related to the advisor's duties as assigned by the principal and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissues.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of certified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26

Date _____

Title: 5.26 Athletic Trainer

Reports to: Athletic Director, principal, local superintendent
Others included if services are contracted

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Non-exempt

Qualifications:

1. Meets the standards established by H.B. 251
2. Demonstrate aptitude for successful completion of tasks assigned

General Description: Be responsible for first aid care to all athletes.

Essential Functions:

1. Provide first aid care to all athletes.
2. Supervise any student trainers involved in the program.
3. Recommend purchase of first aid supplies for all athletic teams through the athletic director on requisition forms.
4. Provide assistance to coaches in handling specific medical problems related to their teams.
5. Compile inventory, budget and end of year report and submit to the athletic director.
6. Be in attendance at all football practices, scrimmages and games, both pre-season and in season. Other games as agreed upon with the athletic director.
7. Check with athletic director on scheduling of emergency squads for all middle school and high school football contests.
8. Responsible for releasing an athlete back to their specific sport.

JOB DESCRIPTION
Locator Index: 5.26
Athletic Trainer (continued)

9. Provide coaches with information about specific activities or modifications of activities that can help to prevent injury.
10. Consult with athletic director on selection of team physicians and work closely with team physicians.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the athletic trainer's duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

According to the Sports Quarters Contract, as approved by the board of education

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

JOB DESCRIPTION
Locator Index: 5.26
Athletic Trainer (continued)

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

To be completed by the athletic director.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26a

Date _____

Title: 5.26a Faculty Manager - High School

Reports to: Athletic Director

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. Employment as a teacher preferred, but not required
2. Demonstrate aptitude for successful completion of tasks assigned

General Description: Make certain ticket and gate help is available for all home contests.

Essential Functions:

1. Obtain game workers, excluding officials and security, for high school athletic events.
2. Organize working personnel for home events, including ticket sellers and takers, police and general patrol.
3. Assist as a supervising official at all home contests.
4. Complete required set-up including ticket sales area for football, wrestling, boy's basketball and parking lot for football.
5. Promote all athletic events.
6. Collect and deposit all monies obtained through the athletic department.
7. Prepare monthly deposit summary, reports of game attendance and gate receipts for the athletic director.
8. Submit names and work schedules of working personnel to the athletic director for payment.

JOB DESCRIPTION
Locator Index: 5.26a
Faculty Manager - High School (continued)

Other Duties and Responsibilities:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practices of ethical principles and democratic values.
3. Conduct other duties related to the faculty manager's duties as assigned by the athletic director and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissues.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

JOB DESCRIPTION
Locator Index: 5.26a
Faculty Manager - High School (continued)

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of supplemental personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26aa

Date _____

Title: 5.26aa Golf - Assistant Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26aa
Golf - Assistant Coach, continued

7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.

JOB DESCRIPTION
Locator Index: 5.26aa
Golf - Assistant Coach, continued

3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26b

Date _____

Title: 5.26b Faculty Manager - Middle School

Reports to: Athletic Director

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications: Employment as a teacher preferred, but not required

General Description:

1. Assist with coordination of the middle school interscholastic sports program.
2. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Provide adequate supervision for games scheduled at middle school.
2. Continually evaluate the middle school athletic program in terms of compliance with the rules of the Ohio High School Athletic Association.
3. Be a contact person for the coach regarding any problem with the athletic program; he/she may in turn arrange for a hearing with the principal, athletic director, or the superintendent.
4. Schedule announcers, time-keepers, score keepers, and spotters for all events.
5. See to field preparation and game arrangements. Arrange for ticket sellers and ticket takers if any admission charge is made.
6. Confirm availability of officials for each contest with athletic secretary.
7. Deposit all money received for regular or special events. A record of same will be given to the athletic director.
8. Be responsible for receiving the visiting team.

JOB DESCRIPTION
Locator Index: 5.26b
Faculty Manager - Middle School (continued)

9. Consult with the Cloverleaf Athletic Director to verify dates, times and locations of all middle school athletic events.
10. Make sure that coaches carry student emergency forms to all away games.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practices of ethical principles and democratic values.
3. Conduct other duties related to the faculty manager's duties as assigned by the middle school principal or athletic director and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissues.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

JOB DESCRIPTION
Locator Index: 5.26b
Faculty Manager - Middle School (continued)

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of supplemental personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26bb

Date _____

Title: 5.26bb Gymnastics - Head Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation and CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Attend:
 - a. Athletic Boosters Club meetings
 - b. Athletic Council meetings
 - c. Rules interpretation meetings
 - d. Clinics in your sport area
2. Actively participate in all conference, sectional, district and state level meetings and obligations.
3. Proper attire shall be worn during practice and games.
4. Establish team rules concerning attendance, practice and training rules, and enforce them; make sure each athletic director and each athlete gets a copy of them prior to the beginning of practice.
5. Publicize results, win or lose, to athletic director, student body, and news media.

JOB DESCRIPTION
Locator Index: 5.26bb
Gymnastics - Head Coach, continued

6. Supervise all team members before, during and after practice and games.
7. Aid in any way possible in planning schedules, transportation, officials and setting up for home games.
8. Correspond with college coaches who are interested in any of our players as potential collegiate student athletes.
9. Submit awards list to athletic director as soon as possible. Secure all league, local, district and state awards and submit to athletic director.
10. Coordinate the total interscholastic gymnastics program in the Cloverleaf Schools.
11. Communicate gymnastics needs with grounds keeper/custodian whenever it is needed to provide a better place to practice and play.
12. Assist in scheduling the non-conference games for varsity, junior varsity and freshman teams.
13. Make sure that O.H.S.A.A. tournament games take precedence, then conference games, and thirdly, non-conference games; re-schedule non-conference games only if it can be done easily by both schools.
14. Responsible for assisting in obtaining assistant coaching positions.
15. Selecting a squad will be the final decision of the coach or coaches.
16. Be responsible for the information in the Athletic Handbook and see that all assistants are also aware of this material.
17. Be responsible for the distribution and collection of all uniforms and equipment. Inform athletic director when difficulties arise.
18. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
19. Responsible for physical cards, emergency medical authorization forms and code of conduct for all players in your program.
20. By the end of the first week of practice, the coach shall provide the athletic director with a roster of all student athletes kept and communicate roster updates if necessary.

JOB DESCRIPTION
Locator Index: 5.26bb
Gymnastics - Head Coach, continued

21. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
22. Organize practices, off-season workouts and conduct staff meetings.
23. Evaluate coaches and make recommendations for the next year.
24. Complete any entry forms or materials that are needed in order for your team to be eligible to compete.
25. Outline the skills you want mastered at each grade level. Be the advisor and consultant to middle school coaches. Outline specific assignments for all coaches associated with your program. Be responsible for delegating responsibilities to all coaches.
26. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
27. Be responsible for all equipment including proper storage daily and inventory.
28. Assist athletic director in preparing budget.
29. Responsible for filming, keeping statistics and submitting records to the athletic director at the end of the year.
30. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26c

Date _____

Title: 5.26c Baseball - Head Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation and CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Attend:
 - a. Athletic Boosters Club meetings
 - b. Athletic Council meetings
 - c. Rules interpretation meetings
 - d. Clinics in your sport area
2. Proper attire shall be worn during practice and games.
3. Actively participate in all conference, sectional, district and state level meetings and obligations.
4. Establish team rules concerning attendance, practice and training rules, and enforce them; make sure each athletic director and each athlete gets a copy of them prior to the beginning of practice.

JOB DESCRIPTION
Locator Index: 5.26c
Baseball - Head Coach, continued

5. Publicize results, win or lose, to athletic director, student body, and news media.
6. Supervise all team members before, during and after practice and games.
7. Aid in any way possible in planning schedules, transportation, officials and setting up for home games.
8. Correspond with college coaches who are interested in any of our players as potential collegiate student athletes.
9. Submit awards list to athletic director as soon as possible. Secure all league, local, district and state awards and submit to athletic director.
10. Coordinate the total interscholastic baseball program in the Cloverleaf Schools.
11. Communicate baseball needs with grounds keeper/custodian whenever it is needed to provide a better place to practice and play.
12. Assist in scheduling the non-conference games for varsity, junior varsity and freshman teams.
13. Make sure that O.H.S.A.A. tournament games take precedence, then conference games, and thirdly, non-conference games; re-schedule non-conference games only if it can be done easily by both schools.
14. Responsible for assisting in obtaining assistant coaching positions.
15. Selecting a squad will be the final decision of the coach or coaches.
16. Be responsible for the information in the Athletic Handbook and see that all assistants are also aware of this material.
17. Be responsible for the distribution and collection of all uniforms and equipment. Inform athletic director when difficulties arise.
18. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
19. Responsible for physical cards, emergency medical authorization forms and code of conduct for all players in your program.
20. By the end of the first week of practice, the coach shall provide the athletic director with a roster of all student athletes kept and communicate roster updates if necessary.

JOB DESCRIPTION
Locator Index: 5.26c
Baseball - Head Coach, continued

21. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
22. Organize practices, off-season workouts and conduct staff meetings.
23. Evaluate coaches and make recommendations for the next year.
24. Complete any entry forms or materials that are needed in order for your team to be eligible to compete.
25. Outline the skills you want mastered at each grade level. Be the advisor and consultant to middle school coaches. Outline specific assignments for all coaches associated with your program. Be responsible for delegating responsibilities to all coaches.
26. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
27. Be responsible for all equipment including proper storage daily and inventory.
28. Assist athletic director in preparing budget.
29. Responsible for filming, keeping statistics and submitting records to the athletic director at the end of the year.
30. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26cc

Date _____

Title: 5.26cc Gymnastics - Assistant Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26cc
Gymnastics - Assistant Coach, continued

7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26d

Date _____

Title: 5.26d Baseball - JV Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26d
Baseball - JV Coach, continued

7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

One-year contract

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Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26dd

Date _____

Title: 5.26dd Soccer - Head Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation and CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Attend:
 - a. Athletic Boosters Club meetings
 - b. Athletic Council meetings
 - c. Rules interpretation meetings
 - d. Clinics in your sport area
2. Actively participate in all conference, sectional, district and state level meetings and obligations.
3. Proper attire shall be worn during practice and games.
4. Establish team rules concerning attendance, practice and training rules, and enforce them; make sure each athletic director and each athlete gets a copy of them prior to the beginning of practice.
5. Publicize results, win or lose, to athletic director, student body, and news media.

JOB DESCRIPTION
Locator Index: 5.26dd
Soccer - Head Coach, continued

6. Supervise all team members before, during and after practice and games.
7. Aid in any way possible in planning schedules, transportation, officials and setting up for home games.
8. Correspond with college coaches who are interested in any of our players as potential collegiate student athletes.
9. Submit awards list to athletic director as soon as possible. Secure all league, local, district and state awards and submit to athletic director.
10. Coordinate the total interscholastic soccer program in the Cloverleaf Schools.
11. Communicate soccer needs with grounds keeper/custodian whenever it is needed to provide a better place to practice and play.
12. Assist in scheduling the non-conference games for varsity, junior varsity and freshman teams.
13. Make sure that O.H.S.A.A. tournament games take precedence, then conference games, and thirdly, non-conference games; re-schedule non-conference games only if it can be done easily by both schools.
14. Responsible for assisting in obtaining assistant coaching positions.
15. Selecting a squad will be the final decision of the coach or coaches.
16. Be responsible for the information in the Athletic Handbook and see that all assistants are also aware of this material.
17. Be responsible for the distribution and collection of all uniforms and equipment. Inform athletic director when difficulties arise.
18. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
19. Responsible for physical cards, emergency medical authorization forms and code of conduct for all players in your program.
20. By the end of the first week of practice, the coach shall provide the athletic director with a roster of all student athletes kept and communicate roster updates if necessary.

JOB DESCRIPTION
Locator Index: 5.26dd
Soccer - Head Coach, continued

21. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
22. Organize practices, off-season workouts and conduct staff meetings.
23. Evaluate coaches and make recommendations for the next year.
24. Complete any entry forms or materials that are needed in order for your team to be eligible to compete.
25. Outline the skills you want mastered at each grade level. Be the advisor and consultant to middle school coaches. Outline specific assignments for all coaches associated with your program. Be responsible for delegating responsibilities to all coaches.
26. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
27. Be responsible for all equipment including proper storage daily and inventory.
28. Assist athletic director in preparing budget.
29. Responsible for filming, keeping statistics and submitting records to the athletic director at the end of the year.
30. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26e

Date _____

Title: 5.26e Boys Basketball - Head Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation and CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Attend:
 - a. Athletic Boosters Club meetings
 - b. Athletic Council meetings
 - c. Rules interpretation meetings
 - d. Clinics in your sport area
2. Actively participate in all conference, sectional, district and state level meetings and obligations.
3. Proper attire shall be worn during practice and games.
4. Establish team rules concerning attendance, practice and training rules, and enforce them; make sure each athletic director and each athlete gets a copy of them prior to the beginning of practice.
5. Publicize results, win or lose, to athletic director, student body, and news media.

JOB DESCRIPTION
Locator Index: 5.26e
Basketball - Head Coach, continued

6. Supervise all team members before, during and after practice and games.
7. Aid in any way possible in planning schedules, transportation, officials and setting up for home games.
8. Correspond with college coaches who are interested in any of our players as potential collegiate student athletes.
9. Submit awards list to athletic director as soon as possible. Secure all league, local, district and state awards and submit to athletic director.
10. Coordinate the total interscholastic basketball program in the Cloverleaf Schools.
11. Communicate basketball needs with grounds keeper/custodian whenever it is needed to provide a better place to practice and play.
12. Assist in scheduling the non-conference games for varsity, junior varsity and freshman teams.
13. Make sure that O.H.S.A.A. tournament games take precedence, then conference games, and thirdly, non-conference games; re-schedule non-conference games only if it can be done easily by both schools.
14. Responsible for assisting in obtaining assistant coaching positions.
15. Selecting a squad will be the final decision of the coach or coaches.
16. Be responsible for the information in the Athletic Handbook and see that all assistants are also aware of this material.
17. Be responsible for the distribution and collection of all uniforms and equipment. Inform athletic director when difficulties arise.
18. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
19. Responsible for physical cards, emergency medical authorization forms and code of conduct for all players in your program.
20. By the end of the first week of practice, the coach shall provide the athletic director with a roster of all student athletes kept and communicate roster updates if necessary.

JOB DESCRIPTION
Locator Index: 5.26e
Basketball - Head Coach, continued

21. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
22. Organize practices, off-season workouts and conduct staff meetings.
23. Evaluate coaches and make recommendations for the next year.
24. Complete any entry forms or materials that are needed in order for your team to be eligible to compete.
25. Outline the skills you want mastered at each grade level. Be the advisor and consultant to middle school coaches. Outline specific assignments for all coaches associated with your program. Be responsible for delegating responsibilities to all coaches.
26. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
27. Be responsible for all equipment including proper storage daily and inventory.
28. Assist athletic director in preparing budget.
29. Responsible for filming, keeping statistics and submitting records to the athletic director at the end of the year.
30. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26ee

Date _____

Title: 5.26ee Soccer - Assistant Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.

JOB DESCRIPTION
Locator Index: 5.26ee
Soccer - Assistant Coach, continued

6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26f

Date _____

Title: 5.26f Boys Basketball - JV Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.

JOB DESCRIPTION
Locator Index: 5.26f
Boys Basketball - JV Coach, continued

6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26ff

Date _____

Title: 5.26ff Softball - Head Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation and CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Attend:
 - a. Athletic Boosters Club meetings
 - b. Athletic Council meetings
 - c. Rules interpretation meetings
 - d. Clinics in your sport area
2. Actively participate in all conference, sectional, district and state level meetings and obligations.
3. Proper attire shall be worn during practice and games.
4. Establish team rules concerning attendance, practice and training rules, and enforce them; make sure each athletic director and each athlete gets a copy of them prior to the beginning of practice.
5. Publicize results, win or lose, to athletic director, student body, and news media.

JOB DESCRIPTION
Locator Index: 5.26ff
Softball - Head Coach, continued

6. Supervise all team members before, during and after practice and games.
7. Aid in any way possible in planning schedules, transportation, officials and setting up for home games.
8. Correspond with college coaches who are interested in any of our players as potential collegiate student athletes.
9. Submit awards list to athletic director as soon as possible. Secure all league, local, district and state awards and submit to athletic director.
10. Coordinate the total interscholastic softball program in the Cloverleaf Schools.
11. Communicate softball needs with grounds keeper/custodian whenever it is needed to provide a better place to practice and play.
12. Assist in scheduling the non-conference games for varsity, junior varsity and freshman teams.
13. Make sure that O.H.S.A.A. tournament games take precedence, then conference games, and thirdly, non-conference games; re-schedule non-conference games only if it can be done easily by both schools.
14. Responsible for assisting in obtaining assistant coaching positions.
15. Selecting a squad will be the final decision of the coach or coaches.
16. Be responsible for the information in the Athletic Handbook and see that all assistants are also aware of this material.
17. Be responsible for the distribution and collection of all uniforms and equipment. Inform athletic director when difficulties arise.
18. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
19. Responsible for physical cards, emergency medical authorization forms and code of conduct for all players in your program.
20. By the end of the first week of practice, the coach shall provide the athletic director with a roster of all student athletes kept and communicate roster updates if necessary.

JOB DESCRIPTION
Locator Index: 5.26ff
Softball - Head Coach, continued

21. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
22. Organize practices, off-season workouts and conduct staff meetings.
23. Evaluate coaches and make recommendations for the next year.
24. Complete any entry forms or materials that are needed in order for your team to be eligible to compete.
25. Outline the skills you want mastered at each grade level. Be the advisor and consultant to middle school coaches. Outline specific assignments for all coaches associated with your program. Be responsible for delegating responsibilities to all coaches.
26. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
27. Be responsible for all equipment including proper storage daily and inventory.
28. Assist athletic director in preparing budget.
29. Responsible for filming, keeping statistics and submitting records to the athletic director at the end of the year.
30. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26g

Date _____

Title: 5.26g Boys Basketball - Assistant Varsity Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26g
Boys Basketball-Assistant Varsity Coach, continued

7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26gg

Date _____

Title: 5.26gg Softball - JV Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
7. Assist the head coach in the distribution and collection of all equipment.

JOB DESCRIPTION
Locator Index: 5.26gg
Softball - JV Coach, continued

8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

One-year contract

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Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26h

Date _____

Title: 5.26h Boys Basketball - 9th Grade Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.

JOB DESCRIPTION
Locator Index: 5.26h
Boys Basketball - 9th Grade Coach, continued

6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26hh

Date_____

Title: 5.26hh Tennis - Head Coach, Boys & Girls

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation and CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Attend:
 - a. Boosters Club meetings
 - b. Attend Athletic Council meetings
 - c. Rules interpretation meetings
 - d. Clinics in your sport area
2. Actively participate in all conference, sectional, district and state level meetings and obligations.
3. Proper attire shall be worn during practice and games.
4. Establish team rules concerning attendance, practice and training rules, and enforce them; make sure athletic director and athlete gets a copy of the rules prior to the beginning of practice.

JOB DESCRIPTION
Locator Index: 5.26hh
Tennis - Head Coach, Boys & Girls

5. Publicize results, win or lose, to athletic director, student body, and news media.
6. Supervise all team members before, during and after practice and games.
7. Aide in any way possible in planning schedules, transportation, officials and setting up for home games.
8. Correspond with college coaches who are interested in any of our players as potential collegiate student athletes.
9. Submit awards list to athletic director as soon as possible. Secure all league, local, district and state awards and submit to athletic director.
10. Coordinate the total interscholastic tennis program in the Cloverleaf Schools.
11. Communicate tennis needs with grounds keeper-custodian whenever it is need to provide a better place to practice and play.
12. Assist in scheduling the non-conference games for varsity, junior varsity and freshman teams.
13. Make sure that O.H.S.A.A. tournament games take precedence, then conference games, and thirdly, non-conference games; re-schedule non-conference games only if it can be done easily by both schools.
14. Be responsible for assisting in obtaining assistant coaching positions.
15. Selecting a squad will be the final decision of the coach or coaches.
16. Be responsible for the information in the Athletic Handbook and see that all assistants are also aware of this material.
17. Be responsible for the distribution and collection of all uniforms and equipment. Inform athletic director when difficulties arise.
18. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
19. Responsible for physical cards, emergency medical authorization forms and code of conduct for all players in your program.

JOB DESCRIPTION
Locator Index: 5.26hh
Tennis - Head Coach, Boys & Girls

20. By the end of the first week of practice, the coach shall provide the athletic director with a roster of all student athletes kept and communicate roster updates if necessary.
21. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
22. Organize practices, off-season workouts and conduct staff meetings.
23. Evaluate coaches and make recommendations for the next year.
24. Complete any entry forms or materials that are needed in order for your team to be eligible to compete.
25. Outline the skills you want mastered at each grade level. Be the advisor and consultant to middle school coaches. Outline specific assignments for all coaches associated with your program. Be responsible for delegating responsibilities to all coaches.
26. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
27. Be responsible for all equipment including proper storage daily and inventory.
28. Assist athletic director in preparing budget.
29. Be responsible for filming, keeping statistics and submitting records to the athletic director at the end of the year.
30. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 5.26hh
Tennis - Head Coach, Boys & Girls

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Evaluation: By athletic director

Terms of Employment:

One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26i

Date _____

Title: 5.26i Boys Basketball - 8th Grade Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Responsible for the collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26i
Boys Basketball - 8th Grade Coach

7. Responsible for the distribution and collection of all equipment.
8. Communicate your team selection to the head coach prior to announcing to your players.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the middle school and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26ii

Date _____

Title: 5.26ii Boys and Girls Track - Head Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation and CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Attend:
 - a. Athletic Boosters Club meetings
 - b. Athletic Council meetings
 - c. Rules interpretation meetings
 - d. Clinics in your sport area
2. Actively participate in all conference, sectional, district and state level meetings and obligations.
3. Proper attire shall be worn during practice and games.
4. Establish team rules concerning attendance, practice and training rules, and enforce them; make sure each athletic director and each athlete gets a copy of them prior to the beginning of practice.
5. Publicize results, win or lose, to athletic director, student body, and news media.

JOB DESCRIPTION
Locator Index: 5.26ii
Boys & Girls Track - Head Coach, continued

6. Supervise all team members before, during and after practice and games.
7. Aid in any way possible in planning schedules, transportation, officials and setting up for home games.
8. Correspond with college coaches who are interested in any of our players as potential collegiate student athletes.
9. Submit awards list to athletic director as soon as possible. Secure all league, local, district and state awards and submit to athletic director.
10. Coordinate the total interscholastic track program in the Cloverleaf Schools.
11. Communicate track needs with grounds keeper/custodian whenever it is needed to provide a better place to practice and play.
12. Assist in scheduling the non-conference games for varsity, junior varsity and freshman teams.
13. Make sure that O.H.S.A.A. tournament games take precedence, then conference games, and thirdly, non-conference games; re-schedule non-conference games only if it can be done easily by both schools.
14. Responsible for assisting in obtaining assistant coaching positions.
15. Selecting a squad will be the final decision of the coach or coaches.
16. Be responsible for the information in the Athletic Handbook and see that all assistants are also aware of this material.
17. Be responsible for the distribution and collection of all uniforms and equipment. Inform athletic director when difficulties arise.
18. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
19. Responsible for physical cards, emergency medical authorization forms and code of conduct for all players in your program.
20. By the end of the first week of practice, the coach shall provide the athletic director with a roster of all student athletes kept and communicate roster updates if necessary.

JOB DESCRIPTION
Locator Index: 5.26ii
Boys & Girls Track - Head Coach, continued

21. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
22. Organize practices, off-season workouts and conduct staff meetings.
23. Evaluate coaches and make recommendations for the next year.
24. Complete any entry forms or materials that are needed in order for your team to be eligible to compete.
25. Outline the skills you want mastered at each grade level. Be the advisor and consultant to middle school coaches. Outline specific assignments for all coaches associated with your program. Be responsible for delegating responsibilities to all coaches.
26. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
27. Be responsible for all equipment including proper storage daily and inventory.
28. Assist athletic director in preparing budget.
29. Responsible for filming, keeping statistics and submitting records to the athletic director at the end of the year.
30. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

JOB DESCRIPTION
Locator Index: 5.26ii
Boys & Girls Track - Head Coach, continued

Terms of Employment:

One-year contract

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Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26j

Date _____

Title: 5.26j Girls Basketball - Head Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation and CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Attend:
 - a. Athletic Boosters Club meetings
 - b. Athletic Council meetings
 - c. Rules interpretation meetings
 - d. Clinics in your sport area
2. Actively participate in all conference, sectional, district and state level meetings and obligations.
3. Establish team rules concerning attendance, practice and training rules, and enforce them; make sure each athletic director and each athlete gets a copy of them prior to the beginning of practice.
4. Publicize results, win or lose, to athletic director, student body, and news media.
5. Supervise all team members before, during and after practice and games.

JOB DESCRIPTION
Locator Index: 5.26j
Girls Basketball - Head Coach, continued

6. Aid in any way possible in planning schedules, transportation, officials and setting up for home games.
7. Correspond with college coaches who are interested in any of our players as potential collegiate student athletes.
8. Submit awards list to athletic director as soon as possible. Secure all league, local, district and state awards and submit to athletic director.
9. Coordinate the total interscholastic basketball program in the Cloverleaf Schools.
10. Communicate basketball needs with grounds keeper/custodian whenever it is needed to provide a better place to practice and play.
11. Assist in scheduling the non-conference games for varsity, junior varsity and freshman teams.
12. Make sure that O.H.S.A.A. tournament games take precedence, then conference games, and thirdly, non-conference games; re-schedule non-conference games only if it can be done easily by both schools.
13. Responsible for assisting in obtaining assistant coaching positions.
14. Selecting a squad will be the final decision of the coach or coaches.
15. Be responsible for the information in the Athletic Handbook and see that all assistants are also aware of this material.
16. Be responsible for the distribution and collection of all uniforms and equipment. Inform athletic director when difficulties arise.
17. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
18. Responsible for physical cards, emergency medical authorization forms and code of conduct for all players in your program.
19. By the end of the first week of practice, the coach shall provide the athletic director with a roster of all student athletes kept and communicate roster updates if necessary.

JOB DESCRIPTION
Locator Index: 5.26j
Girls Basketball - Head Coach, continued

20. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
21. Organize practices, off-season workouts and conduct staff meetings.
22. Evaluate coaches and make recommendations for the next year.
23. Complete any entry forms or materials that are needed in order for your team to be eligible to compete.
24. Outline the skills you want mastered at each grade level. Be the advisor and consultant to middle school coaches. Outline specific assignments for all coaches associated with your program. Be responsible for delegating responsibilities to all coaches.
25. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
26. Be responsible for all equipment including proper storage daily and inventory.
27. Assist athletic director in preparing budget.
28. Responsible for filming, keeping statistics and submitting records to the athletic director at the end of the year.
29. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

One-year contract

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Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26jj

Date _____

Title: 5.26jj Boys and Girls Track - Assistant Varsity Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26jj
Boys and Girls Track - Assistant Varsity Coach, continued

7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 5.26jj
Boys and Girls Track - Assistant Varsity Coach, continued

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

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My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26k

Date _____

Title: 5.26k Girls Basketball - JV Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26k
Girls Basketball - JV Coach, continued

7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26kk

Date _____

Title: 5.26kk Boys and Girls Track - 9th Grade Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities

4. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.

JOB DESCRIPTION
Locator Index: 5.26kk
Boys and Girls Track - 9th Grade Coach, continued

6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.

JOB DESCRIPTION
Locator Index: 5.26kk
Boys and Girls Track - 9th Grade Coach, continued

3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.261

Date _____

Title: 5.261 Girls Basketball - Assistant Varsity Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.261
Girls Basketball - Assistant Varsity Coach, continued

7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26ll

Date _____

Title: 5.26ll Boys and Girls Track - 7th & 8th Grade Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Responsible for the collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26ll
Boys and Girls Track - 7th & 8th Grade Coach

7. Responsible for the distribution and collection of all equipment.
8. Communicate your team selection to the head coach prior to announcing to your players.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the middle school and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 5.26ll
Boys and Girls Track - 7th & 8th Grade Coach

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26m

Date _____

Title: 5.26m Girls Basketball - 9th Grade Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26m
Girls Basketball - 9th Grade Coach, continued

7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26mm

Date _____

Title: 5.26mm Volleyball - Head Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation and CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Attend:
 - a. Athletic Boosters Club meetings
 - b. Athletic Council meetings
 - c. Rules interpretation meetings
 - d. Clinics in your sport area
2. Actively participate in all conference, sectional, district and state level meetings and obligations.
3. Proper attire shall be worn during practice and games.
4. Establish team rules concerning attendance, practice and training rules, and enforce them; make sure each athletic director and each athlete gets a copy of them prior to the beginning of practice.
5. Publicize results, win or lose, to athletic director, student body, and news media.

JOB DESCRIPTION
Locator Index: 5.26mm
Volleyball - Head Coach, continued

6. Supervise all team members before, during and after practice and games.
7. Aid in any way possible in planning schedules, transportation, officials and setting up for home games.
8. Correspond with college coaches who are interested in any of our players as potential collegiate student athletes.
9. Submit awards list to athletic director as soon as possible. Secure all league, local, district and state awards and submit to athletic director.
10. Coordinate the total interscholastic volleyball program in the Cloverleaf Schools.
11. Communicate volleyball needs with grounds keeper/custodian whenever it is needed to provide a better place to practice and play.
12. Assist in scheduling the non-conference games for varsity, junior varsity and freshman teams.
13. Make sure that O.H.S.A.A. tournament games take precedence, then conference games, and thirdly, non-conference games; re-schedule non-conference games only if it can be done easily by both schools.
14. Responsible for assisting in obtaining assistant coaching positions.
15. Selecting a squad will be the final decision of the coach or coaches.
16. Be responsible for the information in the Athletic Handbook and see that all assistants are also aware of this material.
17. Be responsible for the distribution and collection of all uniforms and equipment. Inform athletic director when difficulties arise.
18. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
19. Responsible for physical cards, emergency medical authorization forms and code of conduct for all players in your program.
20. By the end of the first week of practice, the coach shall provide the athletic director with a roster of all student athletes kept and communicate roster updates if necessary.

JOB DESCRIPTION
Locator Index: 5.26mm
Volleyball - Head Coach, continued

21. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
22. Organize practices, off-season workouts and conduct staff meetings.
23. Evaluate coaches and make recommendations for the next year.
24. Complete any entry forms or materials that are needed in order for your team to be eligible to compete.
25. Outline the skills you want mastered at each grade level. Be the advisor and consultant to middle school coaches. Outline specific assignments for all coaches associated with your program. Be responsible for delegating responsibilities to all coaches.
26. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
27. Be responsible for all equipment including proper storage daily and inventory.
28. Assist athletic director in preparing budget.
29. Responsible for filming, keeping statistics and submitting records to the athletic director at the end of the year.
30. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

JOB DESCRIPTION
Locator Index: 5.26mm
Volleyball - Head Coach, continued

Terms of Employment: One-year contract

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Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26n

Date _____

Title: 5.26n Girls Basketball - 8th Grade Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Responsible for the collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26n
Girls Basketball - 8th Grade Coach

7. Responsible for the distribution and collection of all equipment.
8. Communicate your team selection to the head coach prior to announcing to your players.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the middle school and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.

JOB DESCRIPTION
Locator Index: 5.26n
Girls Basketball - 8th Grade Coach

3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
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	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26nn

Date _____

Title: 5.26nn Volleyball - Assistant Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26m
Volleyball - Assistant Coach, continued

7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

JOB DESCRIPTION

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.260

Date _____

Title: 5.260 Cheerleading Coach - High School

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
3. Coaching and administrative abilities
4. Obtain Pupil Activity Supervision Validation & CPR Certification
5. Ability to relate to and inspire young athletes
6. Knowledge of the care of and prevention of athletic injuries
7. Organizational skills/resources to enhance the program
8. Skill in oral presentations
9. Able to get along with other coaches
10. Desire to invest time during season
11. Knowledge of training and conditioning techniques
12. Ability to diagnose player deficiencies/prescribe corrective activities
13. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Attend:
 - a. Athletic Boosters Club meetings
 - b. Athletic Council meetings
 - c. Rules interpretation meetings
 - d. Clinics in your sport area
2. Establish squad rules concerning attendance, practice and behavior and enforce them. Make sure each athlete and parent/guardian gets a copy of squad rules prior to the beginning of practice.
3. Proper attire shall be worn during practice and games.
4. Supervise all squad members before, during and after practices and games.
5. Handle the selection of special awards and attend presentation of these awards.

JOB DESCRIPTION
Locator Index: 5.260
Cheerleading Coach - High School

6. Prepare and communicate practice and competition schedules to players and athletic director.
7. Prepare budget and purchase proposal for uniforms and appropriate supplies.
8. Submit complete squad roster to the athletic director.
9. Cooperate with administration and coaches in planning pep rallies and other activities.
10. Be responsible for distribution, collection, care and proper storage of equipment, uniforms, pom-pom, etc.
11. Be responsible for the information in the Athletic Handbook and see that all assistants are also aware of this material.
12. Carry required emergency forms for all squad members to all practices and games.
13. Responsible for physical cards, emergency medical authorization forms and code of conduct for all squad members.
14. Conduct yourself on the field at all times in such a manner that you will not insult players, officials or spectators. Be responsible for the conduct of your squad members. Teach by example. Encourage positive fan involvement.
15. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
16. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.2600

Date _____

Title: 5.2600 Volleyball - 9th Grade Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.2600
Volleyball - 9th Grade Coach, continued

7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 5.2600
Volleyball - 9th Grade Coach, continued

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26p

Date _____

Title: 5.26p Cheerleading Coach - Middle School

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
3. Coaching and administrative abilities
4. Obtain Pupil Activity Supervision Validation & CPR Certification
5. Ability to relate to and inspire young athletes
6. Knowledge of the care of and prevention of athletic injuries
7. Organizational skills/resources to enhance the program
8. Skill in oral presentations
9. Able to get along with other coaches
10. Desire to invest time during season
11. Knowledge of training and conditioning techniques
12. Ability to diagnose player deficiencies/prescribe corrective activities
13. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Attend
 - a. Athletic Boosters Club meetings
 - b. Athletic Council meetings
 - c. Rules interpretation meetings
 - d. Clinics in your sport area
2. Establish squad rules concerning attendance, practice and behavior and enforce them. Make sure each athlete and parent/guardian gets a copy of squad rules prior to the beginning of practice.
3. Proper attire shall be worn during practice and games.
4. Supervise all squad members before, during and after practices and games.
5. Handle the selection of special awards and attend presentation of these awards.

JOB DESCRIPTION
Locator Index: 5.26p
Cheerleading Coach – Middle School

6. Prepare and communicate practice and competition schedules to players and athletic director.
7. Prepare budget and purchase proposal for uniforms and appropriate supplies.
8. Submit complete squad roster to the athletic director.
9. Cooperate with administration and coaches in planning pep rallies and other activities.
10. Be responsible for distribution, collection, care and proper storage of equipment, uniforms, pom-pom, etc.
11. Be responsible for the information in the Athletic Handbook and see that all assistants are also aware of this material.
12. Carry required emergency forms for all squad members to all practices and games.
13. Responsible for physical cards, emergency medical authorization forms and code of conduct for all squad members.
14. Conduct yourself on the field at all times in such a manner that you will not insult players, officials or spectators. Be responsible for the conduct of your squad members. Teach by example. Encourage positive fan involvement.
15. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
16. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 5.26p
Cheerleading Coach – Middle School

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26pp

Date _____

Title: 5.26pp Volleyball - Middle School Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Responsible for the collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26pp
Volleyball - Middle School Coach

7. Responsible for the distribution and collection of all equipment.
8. Communicate your team selection to the head coach prior to announcing to your players.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the middle school and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26q

Date _____

Title: 5.26q Cross Country - Head Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation and CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Attend:
 - a. Athletic Boosters Club meetings.
 - b. Athletic Council meetings.
 - c. Rules interpretation meetings.
 - d. Clinics in your sport area.
2. Actively participate in all conference, sectional, district and state level meetings and obligations.
3. Proper attire shall be worn during practice and games.
4. Establish team rules concerning attendance, practice and training rules, and enforce them; make sure each athletic director and each athlete gets a copy of them prior to the beginning of practice.
5. Publicize results, win or lose, to athletic director, student body, and news media.

JOB DESCRIPTION
Locator Index: 5.26q
Cross Country - Head Coach, continued

6. Supervise all team members before, during and after practice and games.
7. Aid in any way possible in planning schedules, transportation, officials and setting up for home games.
8. Correspond with college coaches who are interested in any of our players as potential collegiate student athletes.
9. Submit awards list to athletic director as soon as possible. Secure all league, local, district and state awards and submit to athletic director.
10. Coordinate the total interscholastic cross country program in the Cloverleaf Schools.
11. Communicate cross country needs with grounds keeper/custodian whenever it is needed to provide a better place to practice and play.
12. Assist in scheduling the non-conference games for varsity, junior varsity and freshman teams.
13. Make sure that O.H.S.A.A. tournament games take precedence, then conference games, and thirdly, non-conference games; re-schedule non-conference games only if it can be done easily by both schools.
14. Responsible for assisting in obtaining assistant coaching positions.
15. Selecting a squad will be the final decision of the coach or coaches.
16. Be responsible for the information in the Athletic Handbook and see that all assistants are also aware of this material.
17. Be responsible for the distribution and collection of all uniforms and equipment. Inform athletic director when difficulties arise.
18. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
19. Responsible for physical cards, emergency medical authorization forms and code of conduct for all players in your program.
20. By the end of the first week of practice, the coach shall provide the athletic director with a roster of all student athletes kept and communicate roster updates if necessary.

JOB DESCRIPTION
Locator Index: 5.26q
Cross Country - Head Coach, continued

21. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
22. Organize practices, off-season workouts and conduct staff meetings.
23. Evaluate coaches and make recommendations for the next year.
24. Complete any entry forms or materials that are needed in order for your team to be eligible to compete.
25. Outline the skills you want mastered at each grade level. Be the advisor and consultant to middle school coaches. Outline specific assignments for all coaches associated with your program. Be responsible for delegating responsibilities to all coaches.
26. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
27. Be responsible for all equipment including proper storage daily and inventory.
28. Assist athletic director in preparing budget.
29. Responsible for filming, keeping statistics and submitting records to the athletic director at the end of the year.
30. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

JOB DESCRIPTION

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26qq

Date _____

Title: 5.26qq Wrestling - Head Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation and CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Attend:
 - a. Athletic Boosters Club meetings
 - b. Athletic Council meetings
 - c. Rules interpretation meetings
 - d. Clinics in your sport area
2. Actively participate in all conference, sectional, district and state level meetings and obligations.
3. Proper attire shall be worn during practice and games.
4. Establish team rules concerning attendance, practice and training rules, and enforce them; make sure each athletic director and each athlete gets a copy of them prior to the beginning of practice.
5. Publicize results, win or lose, to athletic director, student body, and news media.

JOB DESCRIPTION
Locator Index: 5.26qq
Wrestling - Head Coach, continued

6. Supervise all team members before, during and after practice and games.
7. Aid in any way possible in planning schedules, transportation, officials and setting up for home games.
8. Correspond with college coaches who are interested in any of our players as potential collegiate student athletes.
9. Submit awards list to athletic director as soon as possible. Secure all league, local, district and state awards and submit to athletic director.
10. Coordinate the total interscholastic wrestling program in the Cloverleaf Schools.
11. Communicate wrestling needs with grounds keeper/custodian whenever it is needed to provide a better place to practice and play.
12. Assist in scheduling the non-conference games for varsity, junior varsity and freshman teams.
13. Make sure that O.H.S.A.A. tournament games take precedence, then conference games, and thirdly, non-conference games; re-schedule non-conference games only if it can be done easily by both schools.
14. Responsible for assisting in obtaining assistant coaching positions.
15. Selecting a squad will be the final decision of the coach or coaches.
16. Be responsible for the information in the Athletic Handbook and see that all assistants are also aware of this material.
17. Be responsible for the distribution and collection of all uniforms and equipment. Inform athletic director when difficulties arise.
18. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
19. Responsible for physical cards, emergency medical authorization forms and code of conduct for all players in your program.
20. By the end of the first week of practice, the coach shall provide the athletic director with a roster of all student athletes kept and communicate roster updates if necessary.

JOB DESCRIPTION
Locator Index: 5.26qq
Wrestling - Head Coach, continued

21. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
22. Organize practices, off-season workouts and conduct staff meetings.
23. Evaluate coaches and make recommendations for the next year.
24. Complete any entry forms or materials that are needed in order for your team to be eligible to compete.
25. Outline the skills you want mastered at each grade level. Be the advisor and consultant to middle school coaches. Outline specific assignments for all coaches associated with your program. Be responsible for delegating responsibilities to all coaches.
26. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
27. Be responsible for all equipment including proper storage daily and inventory.
28. Assist athletic director in preparing budget.
29. Responsible for filming, keeping statistics and submitting records to the athletic director at the end of the year.
30. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 5.26qq
Wrestling - Head Coach, continued

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26r

Date _____

Title: 5.26r Cross Country - Assistant Varsity Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26r
Cross Country - Assistant Varsity Coach, continued

7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 5.26r
Cross Country - Assistant Varsity Coach, continued

Additional Working Conditions

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26rr

Date _____

Title: 5.26rr Wrestling - Junior Varsity Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26rr
Wrestling - Junior Varsity Coach, continued

7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 5.26rr
Wrestling - Junior Varsity Coach, continued

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26s

Date _____

Title: 5.26s Cross Country- Middle School Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Responsible for the collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26s
Cross Country - Middle School Coach

7. Responsible for the distribution and collection of all equipment.
8. Communicate your team selection to the head coach prior to announcing to your players.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the middle school and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 5.26s
Cross Country - Middle School Coach

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26ss

Date _____

Title: 5.26ss Wrestling - 9th Grade Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26ss
Wrestling - 9th Grade Coach, continued

7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 5.26ss
Wrestling - 9th Grade Coach, continued

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26t

Date _____

Title: 5.26t Football - Head Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation and CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Attend:
 - a. Athletic Boosters Club meetings
 - b. Athletic Council meetings
 - c. Rules interpretation meetings
 - d. Clinics in your sport area
2. Actively participate in all conference, sectional, district and state level meetings and obligations.
3. Proper attire shall be worn during practice and games.
4. Establish team rules concerning attendance, practice and training rules, and enforce them; make sure each athletic director and each athlete gets a copy of them prior to the beginning of practice.
5. Publicize results, win or lose, to athletic director, student body, and news media.
6. Supervise all team members before, during and after practice and games.

JOB DESCRIPTION
Locator Index: 5.26t
Football - Head Coach, continued

7. Aid in any way possible in planning schedules, transportation, officials and setting up for home games.
8. Correspond with college coaches who are interested in any of our players as potential collegiate student athletes.
9. Submit awards list to athletic director as soon as possible. Secure all league, local, district and state awards and submit to athletic director.
10. Coordinate the total interscholastic football program in the Cloverleaf Schools.
11. Communicate football needs with grounds keeper/custodian whenever it is needed to provide a better place to practice and play.
12. Assist in scheduling the non-conference games for varsity, junior varsity and freshman teams.
13. Make sure that O.H.S.A.A. tournament games take precedence, then conference games, and thirdly, non-conference games; re-schedule non-conference games only if it can be done easily by both schools.
14. Responsible for assisting in obtaining assistant coaching positions.
15. Selecting a squad will be the final decision of the coach or coaches.
16. Be responsible for the information in the Athletic Handbook and see that all assistants are also aware of this material.
17. Be responsible for the distribution and collection of all uniforms and equipment. Inform athletic director when difficulties arise.
18. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
19. Responsible for physical cards, emergency medical authorization forms and code of conduct for all players in your program.
20. By the end of the first week of practice, the coach shall provide the athletic director with a roster of all student athletes kept and communicate roster updates if necessary.

JOB DESCRIPTION
Locator Index: 5.26t
Football - Head Coach, continued

21. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
22. Organize practices, off-season workouts and conduct staff meetings.
23. Evaluate coaches and make recommendations for the next year.
24. Complete any entry forms or materials that are needed in order for your team to be eligible to compete.
25. Outline the skills you want mastered at each grade level. Be the advisor and consultant to middle school coaches. Outline specific assignments for all coaches associated with your program. Be responsible for delegating responsibilities to all coaches.
26. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
27. Be responsible for all equipment including proper storage daily and inventory.
28. Assist athletic director in preparing budget.
29. Responsible for filming, keeping statistics and submitting records to the athletic director at the end of the year.
30. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26tt

Date _____

Title: 5.26tt Wrestling - Middle School Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Responsible for the collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26tt
Wrestling - Middle School Coach

7. Responsible for the distribution and collection of all equipment.
8. Communicate your team selection to the head coach prior to announcing to your players.
9. Conduct himself/herself at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the middle school and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 5.26tt
Wrestling - Middle School Coach

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26u

Date _____

Title: 5.26u Football - Assistant Varsity Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26u
Football - Assistant Varsity Coach, continued

7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values,
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26uu

Date _____

Title: 5.26uu Softball - 9th Grade Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26uu
Softball - 9th Grade Coach, continued

7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 5.26uu
Softball - 9th Grade Coach, continued

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26v

Date _____

Title: 5.26v 9th Grade Football - Head Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation and CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Attend:
 - a. Athletic Boosters Club meetings
 - b. Athletic Council meetings
 - c. Rules interpretation meetings
 - d. Clinics in your sport area
2. Actively participate in all conference, sectional, district and state level meetings and obligations.
3. Proper attire shall be worn during practice and games.
4. Establish team rules concerning attendance, practice and training rules, and enforce them; make sure each athletic director and each athlete gets a copy of them prior to the beginning of practice.
5. Publicize results, win or lose, to athletic director, student body, and news media.

JOB DESCRIPTION
Locator Index: 5.26v
9th Grade Football - Head Coach, continued

6. Supervise all team members before, during and after practice and games.
7. Aid in any way possible in planning schedules, transportation, officials and setting up for home games.
8. Correspond with college coaches who are interested in any of our players as potential collegiate student athletes.
9. Submit awards list to athletic director as soon as possible. Secure all league, local, district and state awards and submit to athletic director.
10. Coordinate the total interscholastic football program in the Cloverleaf Schools.
11. Communicate football needs with grounds keeper/custodian whenever it is needed to provide a better place to practice and play.
12. Assist in scheduling the non-conference games for varsity, junior varsity and freshman teams.
13. Make sure that O.H.S.A.A. tournament games take precedence, then conference games, and thirdly, non-conference games; re-schedule non-conference games only if it can be done easily by both schools.
14. Responsible for assisting in obtaining assistant coaching positions.
15. Selecting a squad will be the final decision of the coach or coaches.
16. Be responsible for the information in the Athletic Handbook and see that all assistants are also aware of this material.
17. Be responsible for the distribution and collection of all uniforms and equipment. Inform athletic director when difficulties arise.
18. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
19. Responsible for physical cards, emergency medical authorization forms and code of conduct for all players in your program.
20. By the end of the first week of practice, the coach shall provide the athletic director with a roster of all student athletes kept and communicate roster updates if necessary.

JOB DESCRIPTION
Locator Index: 5.26v
9th Grade Football - Head Coach, continued

21. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
22. Organize practices, off-season workouts and conduct staff meetings.
23. Evaluate coaches and make recommendations for the next year.
24. Complete any entry forms or materials that are needed in order for your team to be eligible to compete.
25. Outline the skills you want mastered at each grade level. Be the advisor and consultant to middle school coaches. Outline specific assignments for all coaches associated with your program. Be responsible for delegating responsibilities to all coaches.
26. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
27. Be responsible for all equipment including proper storage daily and inventory.
28. Assist athletic director in preparing budget.
29. Responsible for filming, keeping statistics and submitting records to the athletic director at the end of the year.
30. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

JOB DESCRIPTION
Locator Index: 5.26v
9th Grade Football - Head Coach, continued

Terms of Employment: One-year contract

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Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26vv

Date _____

Title: 5.26vv Baseball - 9th Grade Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26vv
Baseball - 9th Grade Coach, continued

7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

JOB DESCRIPTION

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26w

Date _____

Title: 5.26w 8th Grade Football - Head Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation and CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Attend:
 - a. Athletic Boosters Club meetings.
 - b. Athletic Council meetings.
 - c. Rules interpretation meetings.
 - d. Clinics in your sport area.
2. Actively participate in all conference, sectional, district and state level meetings and obligations.
3. Proper attire shall be worn during practice and games.
4. Establish team rules concerning attendance, practice and training rules, and enforce them; make sure each athletic director and each athlete gets a copy of them prior to the beginning of practice.
5. Publicize results, win or lose, to athletic director, student body, and news media.

JOB DESCRIPTION
Locator Index: 5.26w
8th Grade Football - Head Coach, continued

6. Supervise all team members before, during and after practice and games.
7. Aid in any way possible in planning schedules, transportation, officials and setting up for home games.
8. Correspond with college coaches who are interested in any of our players as potential collegiate student athletes.
9. Submit awards list to athletic director as soon as possible. Secure all league, local, district and state awards and submit to athletic director.
10. Coordinate the total interscholastic football program in the Cloverleaf Schools.
11. Communicate football needs with grounds keeper/custodian whenever it is needed to provide a better place to practice and play.
12. Assist in scheduling the non-conference games for varsity, junior varsity and freshman teams.
13. Make sure that O.H.S.A.A. tournament games take precedence, then conference games, and thirdly, non-conference games; re-schedule non-conference games only if it can be done easily by both schools.
14. Responsible for assisting in obtaining assistant coaching positions.
15. Selecting a squad will be the final decision of the coach or coaches.
16. Be responsible for the information in the Athletic Handbook and see that all assistants are also aware of this material.
17. Be responsible for the distribution and collection of all uniforms and equipment. Inform athletic director when difficulties arise.
18. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
19. Responsible for physical cards, emergency medical authorization forms and code of conduct for all players in your program.
20. By the end of the first week of practice, the coach shall provide the athletic director with a roster of all student athletes kept and communicate roster updates if necessary.

JOB DESCRIPTION
Locator Index: 5.26w
8th Grade Football - Head Coach, continued

21. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
22. Organize practices, off-season workouts and conduct staff meetings.
23. Evaluate coaches and make recommendations for the next year.
24. Complete any entry forms or materials that are needed in order for your team to be eligible to compete.
25. Outline the skills you want mastered at each grade level. Be the advisor and consultant to middle school coaches. Outline specific assignments for all coaches associated with your program. Be responsible for delegating responsibilities to all coaches.
26. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
27. Be responsible for all equipment including proper storage daily and inventory.
28. Assist athletic director in preparing budget.
29. Responsible for filming, keeping statistics and submitting records to the athletic director at the end of the year.
30. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

JOB DESCRIPTION
Locator Index: 5.26w
8th Grade Football - Head Coach, continued

Terms of Employment: One-year contract

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26ww

Date _____

Title: 5.26ww Tennis - Boys & Girls JV Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26ww
Tennis - Boys & Girls JV Coach, continued

7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

JOB DESCRIPTION

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26x

Date _____

Title: 5.26x Football - 9th Grade Assistant Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26x
Football - 9th Grade Assistant Coach, continued

7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26xx
Approved: 4/24/17

Date _____

Title: 5.26xx Bowling - Head Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation and CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Attend:
 - a. Athletic Boosters Club meetings
 - b. Athletic Council meetings
 - c. Rules interpretation meetings
 - d. Clinics in your sport area
2. Actively participate in all conference, sectional, district and state level meetings and obligations.
3. Proper attire shall be worn during practice and games.
4. Establish team rules concerning attendance, practice and training rules, and enforce them; make sure each athletic director and each athlete gets a copy of them prior to the beginning of practice.
5. Publicize results, win or lose, to athletic director, student body, and news media.

JOB DESCRIPTION
Locator Index: 5.26xx
Bowling - Head Coach, continued

6. Supervise all team members before, during and after practice and games.
7. Aid in any way possible in planning schedules, transportation, officials and setting up for home games.
8. Correspond with college coaches who are interested in any of our players as potential collegiate student athletes.
9. Submit awards list to athletic director as soon as possible. Secure all league, local, district and state awards and submit to athletic director.
10. Coordinate the total interscholastic bowling program in the Cloverleaf Schools.
11. Assist in scheduling the non-conference games for varsity, junior varsity and freshman teams.
12. Make sure that O.H.S.A.A. tournament games take precedence, then conference games, and thirdly, non-conference games; re-schedule non-conference games only if it can be done easily by both schools.
13. Responsible for assisting in obtaining assistant coaching positions.
14. Selecting a squad will be the final decision of the coach or coaches.
15. Be responsible for the information in the Athletic Handbook and see that all assistants are also aware of this material.
16. Be responsible for the distribution and collection of all uniforms and equipment. Inform athletic director when difficulties arise.
17. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
18. Responsible for physical cards, emergency medical authorization forms and code of conduct for all players in your program.
19. By the end of the first week of practice, the coach shall provide the athletic director with a roster of all student athletes kept and communicate roster updates if necessary.

JOB DESCRIPTION
Locator Index: 5.26xx
Bowling - Head Coach, continued

20. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
21. Organize practices, off-season workouts and conduct staff meetings.
22. Evaluate coaches and make recommendations for the next year.
23. Complete any entry forms or materials that are needed in order for your team to be eligible to compete.
24. Outline the skills you want mastered at each grade level. Be the advisor and consultant to middle school coaches. Outline specific assignments for all coaches associated with your program. Be responsible for delegating responsibilities to all coaches.
25. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
26. Be responsible for all equipment including proper storage daily and inventory.
27. Assist athletic director in preparing budget.
28. Responsible for filming, keeping statistics and submitting records to the athletic director at the end of the year.
29. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 5.26xx
Bowling - Head Coach, continued

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26y

Date _____

Title: 5.26y Football- Middle School Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Responsible for the collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.

JOB DESCRIPTION
Locator Index: 5.26y
Football - Middle School Coach

7. Responsible for the distribution and collection of all equipment.
8. Communicate your team selection to the head coach prior to announcing to your players.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the middle school and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 5.26y
Football - Middle School Coach

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

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Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26yy
Approved: 4/24/17

Date _____

Title: 5.26yy Bowling - JV Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Assist in developing players for the varsity team with direction from head coach.
2. Responsible to the head coach. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.
5. Use the overall program philosophy as provided by the head coach.

JOB DESCRIPTION
Locator Index: 5.26yy
Bowling - JV Coach, continued

6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 5.26yy
Bowling - JV Coach, continued

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26z

Date _____

Title: 5.26z Golf - Head Coach

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation and CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Attend:
 - a. Athletic Boosters Club meetings
 - b. Athletic Council meetings
 - c. Rules interpretation meetings
 - d. Clinics in your sport area
2. Actively participate in all conference, sectional, district and state level meetings and obligations.
3. Proper attire shall be worn during practice and games.
4. Establish team rules concerning attendance, practice and training rules, and enforce them; make sure each athletic director and each athlete gets a copy of them prior to the beginning of practice.
5. Publicize results, win or lose, to athletic director, student body, and news media.

JOB DESCRIPTION
Locator Index: 5.26z
Golf - Head Coach, continued

6. Supervise all team members before, during and after practice and games.
7. Aid in any way possible in planning schedules, transportation, officials and setting up for home games.
8. Correspond with college coaches who are interested in any of our players as potential collegiate student athletes.
9. Submit awards list to athletic director as soon as possible. Secure all league, local, district and state awards and submit to athletic director.
10. Coordinate the total interscholastic golf program in the Cloverleaf Schools.
11. Assist in scheduling the non-conference games for varsity, junior varsity and freshman teams.
12. Make sure that O.H.S.A.A. tournament games take precedence, then conference games, and thirdly, non-conference games; re-schedule non-conference games only if it can be done easily by both schools.
13. Responsible for assisting in obtaining assistant coaching positions.
14. Selecting a squad will be the final decision of the coach or coaches.
15. Be responsible for the information in the Athletic Handbook and see that all assistants are also aware of this material.
16. Be responsible for the distribution and collection of all uniforms and equipment. Inform athletic director when difficulties arise.
17. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
18. Responsible for physical cards, emergency medical authorization forms and code of conduct for all players in your program.
19. By the end of the first week of practice, the coach shall provide the athletic director with a roster of all student athletes kept and communicate roster updates if necessary.

JOB DESCRIPTION
Locator Index: 5.26z
Golf - Head Coach, continued

20. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
21. Organize practices, off-season workouts and conduct staff meetings.
22. Evaluate coaches and make recommendations for the next year.
23. Complete any entry forms or materials that are needed in order for your team to be eligible to compete.
24. Outline the skills you want mastered at each grade level. Be the advisor and consultant to middle school coaches. Outline specific assignments for all coaches associated with your program. Be responsible for delegating responsibilities to all coaches.
25. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
26. Be responsible for all equipment including proper storage daily and inventory.
27. Assist athletic director in preparing budget.
28. Responsible for filming, keeping statistics and submitting records to the athletic director at the end of the year.
29. Responsible for reporting and care of all injuries.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment: One-year contract

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation: By athletic director

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 5.26zz

Date _____

Incumbent _____

Title: 5.26

Reports to: Athletic Director, principal, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Exempt

Qualifications:

1. Valid driver's license
2. State of Ohio Teacher's Certificate (preferred, not required)
3. Coaching and administrative abilities
4. Obtain Pupil Activity Supervision Validation
5. Ability to relate to and inspire young athletes
6. Knowledge of the care of and prevention of athletic injuries
7. Organizational skills/resources to enhance the program
8. Skill in oral presentations
9. Able to get along with other coaches
10. Desire to invest time during season
11. Knowledge of training and conditioning techniques
12. Ability to diagnose player deficiencies/prescribe corrective activities
13. Current CPR Certification
14. Demonstrate aptitude for successful completion of tasks assigned

Essential Functions:

1. Organize and promote ticket sales for middle and high school athletic events.
2. Organize working personnel for home events, including ticket sellers and takers, police and general patrol.
3. Act as a supervising official at all home contests, including gymnasium, field and other related areas.
4. Promote all athletic events.
5. Prepare reports of game attendance and gate receipts for the athletic director.

JOB DESCRIPTION
Locator Index: 5.26
Faculty Manager - high school

6. Supervise pre-season ticket drive.
7. Submit names and work schedules of working personnel to the athletic director for payment.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practices of ethical principles and democratic values.
3. Conduct other duties related to the faculty manager's duties as assigned by the athletic director.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissues.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

JOB DESCRIPTION
Locator Index: 5.26
Faculty Manager - high school

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of supplemental personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 6.03

Date: _____

Title: 6.03 Educational Assistant - Special Education (LD,DH,SBD,
etc.)

Reports to: Principal, assistant superintendent, local superintendent

Work Activity Classification: Medium

Employment Status: Part-time or full-time

FLSA Status: Non-exempt

Qualifications:

1. Appropriate State of Ohio certification
2. High school graduate or equivalent
3. 18 years of age or more
4. Demonstrate a sincere desire to aid all students
5. High moral character and good attendance record
6. Demonstrate aptitude for successful completion of tasks assigned

General Description: Assist the classroom teacher with teaching and non-teaching functions.

Essential Functions:

1. Simple checking of homework and tests, using a teacher-made key.
2. Prepare bulletin boards.
3. Operate instructional technology equipment.
4. Prepare teacher aids for class work.
5. Operating duplicating equipment for the teacher.
6. Type duplicating masters, letters, reports, and mini-units for teachers.
7. Record information on health and/or other forms.

JOB DESCRIPTION
Locator Index: 6.03
Educational Assistant - Special Ed. (continued)

8. Reinforce/modify academic skills under the teacher's direction.
9. Assist the teacher in supervision of various classroom activities, field trips, and so forth.
10. Participate with teacher in lesson and activity planning.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other related educational assistant duties as assigned by the principal and/or local superintendent and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

JOB DESCRIPTION
Locator Index: 6.03
Educational Assistant - Special Ed. (continued)

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of classified personnel.

Re-approval Date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 6.05

Date _____

- Title:** 6.05 Educational Assistant - Library Aide, Elementary
- Reports to:** Librarian, principal, assistant superintendent, local superintendent
- Work Activity Classification:** Medium
- Employment Status:** Part-time
- FLSA Status:** Non-exempt
- Qualifications:**
1. High school diploma
 2. Educational aide certificate
 3. 18 years of age or more
 4. Keyboarding and filing skills
 5. Participate in training program at beginning of employment
 6. Demonstrate a sincere interest in children, books, and reading
 7. Be courteous, efficient and willing to accept responsibility as well as suggestions
 8. High moral character, and good attendance record
 9. Demonstrate aptitude for successful completion of tasks assigned
- General Description:** Perform clerical tasks and assist as assigned with acquisition, utilization, and maintenance of the school library resources. The aide must exhibit willingness to support the staff and an ability to work with students.

Essential Functions:

1. Provide story time or book talks during regularly scheduled library time for preschool through second grade.
2. Provide independent study time in the library schedule for first through sixth grades.
3. Assist students and staff with the location and use of books, materials, and equipment.
4. Compile statistics, prepare circulation report, and assist with annual reports.
5. Process print and nonprint materials; maintain "consideration" files; help with the selection process; follow processing procedures established by the school librarian; assist in preparing bibliographies.
6. Maintain an inventory of supplies and prepare a request list.

JOB DESCRIPTION
Locator Index: 6.05
Library Aide, elementary (continued)

7. Circulate print and nonprint materials, assist with interlibrary loans, compile overdue records and notices, and reshelve books as they are returned.
8. Gather necessary materials and prepare displays.
9. Maintain the collection, including simple mending and repairs of books, identifying articles for the vertical file, read shelves, withdrawing items as directed by the school librarian, and assisting with the annual inventory.
10. Attend training, workshops, and in-service sessions that are provided.
11. Perform general secretarial functions, such as typing, filing, operating computers and office machines, and processing mail.
12. Schedule class time in the library; schedule volunteers and oversee their performance in the library.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other related educational assistant duties as assigned by the librarian, principal, assistant superintendent, and/or local superintendent and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

JOB DESCRIPTION
Locator Index: 6.05
Library Aide, elementary (continued)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

Re-approval Date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 6.05a

Date _____

- Title:** 6.05a Educational Assistant - Library Aide, High School
- Reports to:** Librarian, principal, assistant superintendent, local superintendent
- Work Activity Classification:** Medium
- Employment Status:** Part-time
- FLSA Status:** Non-exempt
- Qualifications:**
1. High school diploma
 2. Educational aide certificate
 3. 18 years of age or more
 4. Keyboarding and filing skills
 5. Participate in training program at beginning of employment
 6. Demonstrate a sincere interest in children, books, and reading
 7. Be courteous, efficient and willing to accept responsibility as well as suggestions
 8. High moral character, and good attendance record
 9. Demonstrate aptitude for successful completion of tasks assigned
- General Description:** Perform clerical tasks and assist as assigned with acquisition, utilization, and maintenance of the school library resources. The aide must exhibit willingness to support the staff and an ability to work with students.

Essential Functions:

1. Assist students and staff with the location and use of books, research materials, technology, and equipment.
2. Compile statistics, circulation report, and annual reports.
3. Order and process print and non-print materials. Maintain “consideration” files. Assist in preparing bibliographies.
4. Order and maintain an inventory of supplies.
5. Circulate print and nonprint materials.
6. Prepare displays.

JOB DESCRIPTION
Locator Index: 6.05a
Library Aide, high school (continued)

7. Maintain the collection.
8. Attend workshops, in-service sessions and courses that are offered.
9. Perform general secretarial functions: type, file, operate computers and office machines, process mail, schedule class time in the library, schedule volunteers and oversee their performance in the library, and schedule use of AV equipment.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other related educational assistant duties as assigned by the librarian, principal, assistant superintendent, and/or local superintendent and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

JOB DESCRIPTION
Locator Index: 6.05a
Library Aide, high school (continued)

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

Re-approval Date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 6.05b

Date _____

- Title:** 6.05b Educational Assistant - Library Aide, Middle School
- Reports to:** Librarian, principal, assistant superintendent, local superintendent
- Work Activity Classification:** Medium
- Employment Status:** Part-time
- FLSA Status:** Non-exempt
- Qualifications:**
1. High school diploma
 2. Educational aide certificate
 3. 18 years of age or more
 4. Keyboarding and filing skills
 5. Participate in training program at beginning of employment
 6. Demonstrate a sincere interest in children, books, and reading
 7. Be courteous, efficient and willing to accept responsibility as well as suggestions
 8. High moral character, and good attendance record
 9. Demonstrate aptitude for successful completion of tasks assigned
- General Description:** Perform clerical tasks and assist as assigned with acquisition, utilization, and maintenance of the school library resources. The aide must exhibit willingness to support the staff and an ability to work with students.

Essential Functions:

1. Assist students and staff with the location and use of books, research materials, technology, and equipment.
2. Compile statistics, circulation report, and annual reports.
3. Order and process print and non-print materials. Maintain “consideration” files. Assist in preparing bibliographies.
4. Order and maintain an inventory of supplies.

JOB DESCRIPTION
Locator Index: 6.05b
Library Aide, middle school (continued)

5. Circulate print and nonprint materials.
6. Prepare displays.
7. Maintain the collection.
8. Attend workshops, in-service sessions and courses that are offered.
9. Perform general secretarial functions: type, file, operate computers and office machines, process mail, schedule class time in the library, schedule volunteers and oversee their performance in the library, and schedule use of AV equipment.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other related educational assistant duties as assigned by the librarian, principal, assistant superintendent, and/or local superintendent and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

JOB DESCRIPTION
Locator Index: 6.05b
Library Aide, middle school (continued)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

Re-approval Date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 6.06

Date _____

Title: 6.06 Educational Assistant - Hall Monitor

Reports to: Building principal

Work Activity Classification: Medium

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Appropriate State of Ohio certification
2. High school graduate or equivalent
3. 18 years of age or more
4. Security work or police background (preferred, not required)
5. Understanding of emergency procedures
6. Maintain cooperative relationships with students and staff
7. High moral character and good attendance record
8. Demonstrate aptitude for successful completion of tasks assigned

General Description: To assist in maintaining a safe and secure high school environment for students and staff.

Performance Responsibilities:

1. Be visible during class changes.
2. Question students roaming hallways.
3. Make certain that students and visitors have passes.
4. Be prepared to assist if a student is a threat to the building.
5. Be sure the proper doors are locked.
6. Secure the building and report all unsecured situations to the building administrators.
7. Assist in covering in-school suspension, the high school office, and morning detention.

JOB DESCRIPTION
Locator Index: 6.06
Educational Assistant - Hall Monitor (continued)

8. Be available to staff to escort unruly students to the office.
9. Attend meetings pertaining to job responsibilities.
10. Attend monthly meetings of the Medina County Youth Violence Task Force.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other related hall monitor duties as assigned by the principal and/or local superintendent and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

JOB DESCRIPTION
Locator Index: 6.06
Educational Assistant - Hall Monitor (continued)

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of classified personnel.

Re-approval Date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 6.07

Date: _____

Title: 6.07 Educational Assistant - Educational/Teacher Aide

Reports to: Principal, assistant superintendent, local superintendent

Work Activity Classification: Medium

Employment Status: Full-time

FLSA Status: Exempt

Qualifications:

1. Appropriate State of Ohio certification
2. High school graduate or equivalent
3. 18 years of age or more
4. Knowledge of office procedures, filing and computer operation
5. Demonstrate a sincere desire to aid all students
6. High moral character and good attendance record
7. Demonstrate aptitude for successful completion of tasks assigned

General Description: Help, assist and give aid and support for the effective and efficient operation of the classroom and to the teacher in the learning-teaching process.

Essential Functions:

1. Work with students individually and in small groups.
2. Aide students with their tasks, read to students, conduct activities that work to maintain previous teaching.
3. Help students move from one activity to another in the classroom.
4. Assist with seatwork.
5. Assist with supervision of youngsters at recess, restroom breaks, and so forth.
6. Help children with programmed materials.

JOB DESCRIPTION
Locator Index: 6.07
Educational/Teacher Aide (continued)

7. Assist teacher with checking of individual skills of children.
8. Play learning games.
9. Assist students who were absent to make up work.
10. Promote good social relationships between children.
11. Respond to students in a kind, fair, and interested manner.
12. Explain school rules to children.
13. Aide students with getting in and out of wearing apparel and footwear.
14. Prepare materials for class projects.
15. Assist in maintaining bulletin boards.
16. Prepare masters for copying.
17. Copy materials for class.
18. Grade papers.
19. Distribute communiqués to be sent home with the children.
20. Compile and maintain inventory records.
21. Give medication to children.
22. Take daily attendance and lunch count; collect lunch and milk money.
23. Supervise general housekeeping duties.
24. Make school-related non-confidential telephone calls for the teacher.
25. Assist the teacher in supervision of various classroom activities, field trips, and so forth.

JOB DESCRIPTION
Locator Index: 6.07
Educational/Teacher Aide (continued)

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other related educational assistant duties as assigned by the principal and/or local superintendent and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

JOB DESCRIPTION
Locator Index: 6.07
Educational/Teacher Aide (continued)

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of classified personnel.

Re-approval Date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 6.10

Date _____

Title: 6.10 Educational Assistant/Computer Lab Aide

Reports to: Principal

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Non-exempt

Qualifications:

1. High school diploma
2. State Department of Education aide certificate
3. Good organization, people, and independent work skills
4. Training and background in use and maintenance of computer hardware and software
5. Demonstrate aptitude for successful completion of tasks assigned

General Description: Maintain a smooth-functioning computer laboratory.

Essential Functions:

1. Work with teachers and administrators in scheduling classes and individuals.
2. Facilitate students' projects through each production stage.
3. Maintain materials and supplies necessary to the operation of the computer lab.
4. Communicate with classroom teachers to coordinate assignments.
5. Monitor attendance in the laboratory and keep attendance records.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.

JOB DESCRIPTION

Locator Index: 6.10

Educational Assistant/Computer Lab Aide (continued)

3. Conduct other related educational assistant/computer lab aide duties as assigned by the principal and/or local superintendent and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 6.11

Date _____

Title: 6.11 Educational Assistant/High School Office Aide

Reports to: Building principal, assistant principal, superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Non-exempt

Qualifications:

1. High school diploma or equivalent
2. High moral character, and good attendance record
3. High degree of proficiency in office procedures, typing, and machines
4. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community
5. Demonstrate aptitude for successful completion of tasks assigned

General Description: Perform general office procedures, receptionist and secretarial duties as assigned, and manage student requests.

Essential Functions:

1. Maintain respect at all times for confidential information.
2. Perform duties of receptionist and maintain a pleasant attitude.
3. Receive a variety of questions, phone calls, and requests and see that such matters are disposed of promptly, correctly, and tactfully.
4. Check in supplies and equipment received from vendors.
5. Coordinate teacher material and supply orders.
6. Oversee all aspects of fee collection including, but not limited to, distributing fee bills, collecting fee monies, completing deposits, completing month end and year end reports.

JOB DESCRIPTION
Locator Index: 6.11
Educational Aide/High School Office Aide (continued)

7. Update student registration information.
8. Courier to LEECA.
9. Oversee the distribution of report cards and related mailings.
10. Oversee all aspects of parent conferences including, but not limited to, distributing letters, assigning conference rooms, preparing parent schedules and maps.
11. Effectively operate various office machines.
12. Order office supplies.
13. Maintain adequate and accurate inventory of supplies for the efficient operation of the school.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other related educational/office assistant duties as assigned by the principal, assistant principal and/or local superintendent and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

JOB DESCRIPTION
Locator Index: 6.11
Educational Aide/High School Office Aide (continued)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

Re-approval Date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 6.12

Date _____

Title: 6.12 Educational Assistant/Playground Aide

Reports to: Building principal

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Non-exempt

Qualifications:

1. High school diploma
2. State Department of Education aide certificate
3. Good organization, people, and independent work skills
4. Demonstrate aptitude for successful completion of tasks assigned

General Description: Through meaningful playground leadership, enable students to enjoy the group interaction and physical exercise that will better develop their movements.

Essential Functions:

1. Supervise students' play time and maintain a harmonious/safe atmosphere on the playground.
2. Organize group games and activities when appropriate.
3. Direct movement of groups to and from playground.
4. Supervise inside on rainy and cold days.
5. Inform principal of any equipment that poses a safety hazard.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

JOB DESCRIPTION
Locator Index: 6.12
Educational Assistant/Playground Aide (continued)

2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other related educational/playground assistant duties as assigned by the principal and/or local superintendent and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 6.13

Date _____

Title: 6.13 Educational Assistant - Copy Technician

Reports to: Superintendent

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Non-exempt

Qualifications:

1. High school diploma
2. Good organization, people, and independent work skills
3. Demonstrate aptitude for successful completion of tasks assigned

General Description: Copy education material for district and staff.

Essential Functions:

1. Sort copy requests for each school according to date requested.
2. Log requests sent to print shop and done in copy room.
3. Send requests, along with paper, to print shop.
4. Copy material, according to courier's delivery schedule.
5. Maintain inventory and order paper as needed.
6. Perform routine maintenance of machines.
7. Schedule service of copy machines.
8. Coordinate duplicator and copy machine usage.

JOB DESCRIPTION
Locator Index: 6.13
Educational Assistant - Copy Technician (continued)

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other related educational assistant-copy technician duties as assigned by the local superintendent and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

JOB DESCRIPTION

Locator Index: 6.13

Educational Assistant - Copy Technician (continued)

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title:

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Date _____

Title: 6.14 Educational Assistant/Bus Aide

Reports to: Transportation Director

Work Activity Classification: Medium

Employment Status Part-time

FLSA Status: Exempt

- Qualifications:**
1. High school diploma
 2. Meets all mandated health requirements
 3. Documentation of a clear criminal record
 4. Complies with all board policies
 5. Self-directed and able to learn required skills for the position
 6. Ability to manage students with physical and mental disabilities
 7. Congenial disposition and strong diplomacy skills

General Description: The person in this position is responsible for assisting special education children students in boarding and exiting school buses and to provide for the safety of special education students while being transported on school buses. The Bus Aide reports directly to the Director of Transportation. This person must have a happy, helpful attitude; be punctual and dependable; follow directions. This person must be able to work cooperatively with adults and children. The person in this position must protect confidentiality rights of parents and children. This person must model appropriate grammar usage; support safety and good self-esteem in children.

Essential Functions:

1. Checks with the transportation supervisor to learn about the needs of students being transported. Seeks advice when expectations are unclear.
2. Upholds board policies and follows administrative procedures.

3. Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.
4. Helps with bus loading and unloading procedures. Operates the wheelchair lift. Assists student with mobility needs. Ensure that students are comfortable and safely secured. Ensures that wheelchairs are properly secured before the bus starts.
5. Inspects harnesses, restraints, and other safety devices. Immediately corrects or reports unsafe conditions and/or defective equipment.
6. Offers help when students ask or their behavior suggests they need assistance. Solves student concerns discreetly.
7. Respects personal privacy. Maintains a high level of ethical behavior and confidentiality.
8. Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
9. Learns proper emergency bus evacuation procedures and assists students as needed.
10. Anticipates and is prepared to offer assistance when aware of passengers with medical or other health considerations.
11. Promptly documents all injuries that require medical attention.
12. Monitors student behavior. Enforces safety regulations. Maintains high standards and upholds the student conduct code.
13. Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.
14. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.

15. Reports evidence of suspected child abuse as required by law.
16. Participates in staff meetings and professional growth opportunities as directed.
17. Accepts personal responsibility for decisions and conduct.
18. Wears appropriate work attire and maintains a neat appearance.
19. Strives to develop rapport and serve as a positive role model for others.
20. Performs other specific job-related duties as directed.

Other Duties and Responsibilities:

1. Conduct other related educational assistant – bus aide duties as assigned by the transportation director and the special education director.
2. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
3. Help instill in students the belief in and practice of ethical principles and democratic values.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

Approval Date: February 22, 2010

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 7.01

Date _____

- Title:** 7.01 Maintenance Helper
- Reports to:** Director of buildings and grounds and assistant director of building and grounds
- Work Activity Classification:** Heavy
- Employment Status:** Full-time
- FLSA Status:** Non-exempt
- Qualifications:**
1. Valid driver's license
 2. Eighteen years of age or older
 3. Ability to perform tasks of the type listed below
 4. Ability to read basic operating and work schedule instructions
 5. Basic skills in the following areas:
 - a. Gas engines
 - b. Glass
 - c. Electrical
 - d. Carpentry
 - e. Plumbing
 - f. Welding
 6. Willingness and aptitude to complete tasks assigned
 7. Demonstrate aptitude for successful completion of tasks assigned
- General Description:** Perform tasks assigned by the assistant director of buildings and grounds that will help maintain the buildings and grounds in a condition of excellence so that full educational use of the facilities may be made, but within the budget specifications.
- Essential Functions:**
1. Assist with repairs to buildings and grounds.
 2. Meet with the assistant director of buildings and grounds weekly to schedule the week's projects.

JOB DESCRIPTION
Locator Index: 7.01
Maintenance Helper (continued)

3. Assist the director or assistant director of buildings and grounds on major repair projects.
4. Complete all paperwork required on maintenance work requisition and ordering form.
5. Remove snow from walks and unloading areas at the Middle School, High School and on playgrounds, as assigned, and maintain the grounds.
6. Perform the preparation and care of the football field, baseball and softball diamonds, soccer field, tennis courts, and band fields by mowing, trimming and making repairs, as assigned.
7. Maintain a home phone number for being on call to assist on district emergencies and alarm calls.
8. Complete preventive maintenance on equipment, as scheduled.
9. Complete work orders as assigned and scheduled.
10. Paint when assigned by the assistant director of buildings and grounds.
11. Be available to substitute for custodians who are absent.
12. Maintain maintenance vehicles, mowers, and equipment in a clean condition and check all fluids each week, or as assigned.
13. Obtain a license or certification, as required or needed.
14. Must answer to alarm calls when they occur.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.

JOB DESCRIPTION
Locator Index: 7.01
Maintenance Helper (continued)

3. Perform other related maintenance helper's duties as assigned by the director and/or assistant director of buildings and grounds and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 7.01a

Date _____

Title: 7.01a Maintenance Helper - District Wastewater Operator

Reports to: Director of buildings and grounds and assistant director of building and grounds

Work Activity Classification: Heavy

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Valid driver's license
2. Eighteen years of age or older
3. Maintain a Class 1 Wastewater Treatment State Certified Operator's License
4. Demonstrate success in performing tasks of the type listed below
5. Ability to read basic operating and work schedule instructions
6. Basic skills in the following areas:
 - a. Water analysis
 - b. Problem solving
 - c. Gas engines
 - d. Glass
 - e. Electrical
 - f. Carpentry
 - g. Plumbing
 - h. Welding
7. Willingness and aptitude to complete tasks assigned
8. Additional qualifications as the board may find appropriate
9. Demonstrate aptitude for successful completion of tasks assigned

General Description: Perform tasks assigned by the assistant director of buildings and grounds that will help maintain the buildings and grounds in a condition of excellence so that full educational use of the facilities may be made, but within the budget specifications.

JOB DESCRIPTION
Locator Index: 7.01a
Maintenance Helper - Wastewater Operator (continued)

Essential Functions:

1. Maintain all district wastewater treatment plants and the lagoon.
2. Maintain all treatment plant adjustments as needed.
3. Service and repair all treatment plant mechanical equipment.
4. Maintain sand filter beds free of weeds and debris.
5. Maintain the grounds within the plants.
6. Test, monitor and adjust to maintain all effluent limitation perimeters.
7. Test and treat the water in the lagoon to maintain the limitation perimeters.
8. Maintain the level of water in the lagoon so as to not run out of holding capacity.
9. Monitor water perimeters, upstream monitoring, and discharge flow rates per the Ohio E.P.A. permit; report all data on required form.
10. Certified operator must sign all reports required by the Ohio E.P.A.
11. Certified operator must abide by all rules and regulations within the Ohio E.P.A. permit.
12. Assist with repairs to buildings and grounds.
13. Meet with assistant director of buildings and grounds weekly to schedule the week's projects.
14. Assist the director or assistant director of buildings and grounds on major repair projects.
15. Complete all paperwork required on maintenance work requisition and ordering form.
16. Remove snow from walks and unloading areas at the middle school, high school and on playgrounds, as assigned, and maintain the grounds.
17. Prepare and care for the football field, baseball and softball diamonds, soccer field, tennis courts and band fields by mowing, trimming, and making repairs, as assigned.

JOB DESCRIPTION
Locator Index: 7.01a
Maintenance Helper - Wastewater Operator (continued)

18. Maintain a home phone number for being on call to assist on district emergencies and alarm calls.
19. Complete preventive maintenance on equipment, as scheduled.
20. Complete work orders as assigned and scheduled.
21. Paint when assigned by assistant director of buildings and grounds.
22. Be available to substitute for custodians who are absent.
23. Maintain maintenance vehicles, mowers and equipment in a clean condition and check all fluids each week, or as assigned.
24. Obtain a license or certification, as required or needed.
25. Must answer to alarm calls when they occur.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other related maintenance helper's duties as assigned by the director and/or assistant director of buildings and grounds and as permitted by the negotiated agreement..

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

JOB DESCRIPTION
Locator Index: 7.01a

Maintenance Helper - Wastewater Operator (continued)

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Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 7.03

Date _____

Title: 7.03 Head Custodian - High School & Middle School

Reports to: Director of buildings and grounds and/or principal

Work Activity Classification: Heavy

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Eighteen years of age or older
3. Ability to read basic operating and work schedule instructions and write reports
4. Demonstrate aptitude for successful completion of tasks assigned
5. At least two years' experience as a custodian
6. Such alternatives to the above qualifications as the board may find appropriate
7. Demonstrate aptitude for successful completion of tasks assigned

General Description: To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

Performance Responsibilities:

1. Work schedule begins with the removal of the alarm, unlocking selected doors, checking heating equipment and checking classrooms. Other areas should be checked for proper temperatures, lighting, and cleaning of ice and snow from walks.
2. In buildings where water and sewage equipment is used, it will be the joint responsibility of the head custodian and maintenance department to properly operate each system and equipment.
3. Be responsible for the daily maintenance of buildings, athletic facilities and repairs which are necessary for good, clean, healthful and safe operations.
4. Be responsible for the building principal and other school personnel's daily needs.

JOB DESCRIPTION

Locator Index: 7.03

Head Custodian - High School & Middle School (continued)

5. Be responsible for all heating, ventilating and air conditioning equipment, including operation and maintenance, as needed. Report repairs or malfunctions immediately to the maintenance department.
6. Be responsible for the maintenance and operation of electrical equipment, lights, switches, filters and basic equipment.
7. Be responsible for the maintenance of kitchen equipment, storage rooms and assist with food supplies.
8. Be responsible for reporting conditions of areas assigned to other cleaning personnel to the supervisor of buildings and assigning work schedules when school is not in session.
9. Must be flexible to allow for any emergency which may arise during the work day. Although flexibility is allowed, the schedule is of little value unless it is followed.
10. Be responsible for closing and locking the building.
11. Head custodians shall not loan keys or have keys reproduced for any door of any building without prior approval of the Director of Buildings and Grounds. Any violation of this shall be deemed a breach of contract and shall result in immediate dismissal.
12. The responsibilities of the head custodian are most important to the operation of the school plant and the educational program.
13. The enthusiasm that is shown in carrying out these responsibilities will show great rewards.
14. Must answer to alarm and emergency calls when they occur.
15. Keep an inventory of equipment which is used in the building that is owned by the board of education.
16. Be involved in building inspections by the Health Department, fire departments or other governmental agencies and make recommended repairs or cleaning needs.
17. Do building checks, as per building check procedures, on scheduled days.

JOB DESCRIPTION
Locator Index: 7.03
Head Custodian - High School & Middle School (continued)

18. Schedule custodians to cover after-hour building use.
19. Complete Preventative Maintenance on schedules each month.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other related head custodian's duties as assigned by the principal and/or director of buildings and grounds and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

JOB DESCRIPTION
Locator Index: 7.03
Head Custodian - High School & Middle School (continued)

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 7.03a

Date _____

Title: 7.03a Head Custodian - Elementary

Reports to: Director of buildings and grounds and/or principal

Work Activity Classification: Heavy

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Eighteen years of age or older
2. Ability to read basic operating and work schedule instructions and write reports.
3. Demonstrate aptitude for successful completion of tasks assigned
4. At least two years' experience as a custodian
5. Such alternatives to the above qualifications as the board may find appropriate
6. Demonstrate aptitude for successful completion of tasks assigned

General Description: To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

Performance Responsibilities:

1. Work schedule begins with checking heating equipment, unlocking selected doors, checking classrooms and cleaning sidewalks of ice and snow.
2. Be responsible for daily maintenance of the building.
3. Be responsible to the principal for daily needs.
4. Be responsible for all heating and ventilating equipment and report any malfunctions to the director or assistant director of buildings and grounds.
5. Keep an inventory of equipment which is used in the building and owned by the board of education.

JOB DESCRIPTION
Locator Index: 7.03a
Head custodian - elementary (continued)

6. Be involved in building inspections by the Health Department, fire department, or other governmental agencies and make recommended repairs or cleaning.
7. Complete scheduled cleaning of cafeteria and kitchen each day.
8. Report conditions of areas assigned to their cleaning personnel to the supervisor of buildings and assigning work schedules when school is not in session.
9. Head custodians shall not loan keys or have keys reproduced for any door of the building without prior approval of the director of buildings and grounds. Any violation of this shall be deemed a breach of contract and shall result in immediate dismissal.
10. Change all lights, as needed or scheduled.
11. Keep outside of the building mowed and trimmed during the summer months.
12. Complete preventative maintenance on schedules each month.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other related head custodian's duties as assigned by the principal and/or director of buildings and grounds and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a

JOB DESCRIPTION
Locator Index: 7.03a
Head custodian - elementary (continued)

certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 7.04

Date _____

Title: 7.04 Custodian

Reports to: Head custodian, director of buildings and grounds, and/or principal

Work Activity Classification: Medium

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Eighteen years of age or older
2. Ability to read basic operating and work schedule instructions
3. Demonstrate aptitude for successful completion of tasks assigned
4. Such alternatives to the above qualifications as the board may find appropriate
5. Demonstrate aptitude for successful completion of tasks assigned

General Description: To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

Essential Functions:

1. Maintain classrooms and other supporting areas such as the gymnasium, auditorium, kitchen, cafeteria, hallways, etc., in the cleanest condition possible.
2. Maintain rest rooms and locker rooms in the cleanest and most sanitary condition possible.
3. Help with necessary painting and general repairs to the buildings.
4. Repair or report to the head custodian, in writing, all needed repairs to the building and furnishings.
5. Maintain and use all supplies and equipment, as directed.
6. Order needed supplies through the head custodian, in writing.
7. Help maintain the school grounds.

JOB DESCRIPTION
Locator Index: 7.04
Custodian (continued)

8. Help with snow and ice removal, as needed.
9. Participate in the daily and general cleaning and maintenance of the school building.
10. Custodians shall not loan keys or have keys reproduced for any door of any building without prior approval of the director of buildings and grounds. Any violation of this shall be deemed a breach of contract and shall result in immediate dismissal.
11. Must answer to alarm calls and/or emergency calls when they occur.
12. Assume responsibility for the general security of the building.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other related custodian's duties as assigned by the head custodian, director of buildings and grounds and/or principal and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification

JOB DESCRIPTION
Locator Index: 7.04
Custodian (continued)

up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job shall be evaluated annually in accordance with the provisions of the board's policy on the evaluation of classified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 7.05

Date _____

Title: 7.05 Grounds Worker (including job description of maintenance helper)

Reports to: Director of buildings and grounds

Work Activity Classification: Heavy

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Valid Driver's license
2. Eighteen years of age or older
3. Ability to perform tasks of the type listed below
4. Ability to read basic operating and work schedule instructions
5. Basic skills in the following areas:
 - a. Gas engines
 - b. Glass/Glazing
 - c. Electrical
 - d. Carpentry
 - e. Plumbing
 - f. Welding
 - g. Small Engine Repairs
6. Willingness and aptitude to complete tasks assigned
7. Demonstrate aptitude for successful completion of tasks assigned

General Description: Perform tasks assigned by the assistant Director of Buildings and Grounds that will help maintain the buildings and grounds in a condition of excellence so that full educational use of the facilities may be made, but within the budget specifications.

Essential Functions:

1. Take care of all sports, band and outdoor functions, as scheduled.
2. Supervise any seasonal help as assigned.
3. Keep all grass and weeds maintained throughout the District as directed.

4. Maintain and clean all equipment and fill out all logs, as required.
5. Order any supplies, as needed, for grounds, and keep records of any items ordered and received.
6. Keep all trees and bushes trimmed and replace, as needed; maintain all mulched areas.
7. Make necessary grounds related repairs as needed from snow removal damage.
8. Assist all personnel with snow removal duties throughout the District.
9. Keep pole barn cleaned and organized at all times.
10. Repair any holes (grounds and parking areas) found on all grounds areas.
11. Keep all trash cans on grounds and pole barn emptied.
12. Check fences at baseball and softball fields, tennis courts and at the stadium for loose wire, curling wire, and sharp edges, and repair, as needed.
13. Check all other fences for the above problems and repair all gates, as needed.
14. Check stadium lights, scoreboard, P.A. system and headphones, and keep repaired at all times.
15. Keep corners of all fields marked and have a layout plan of the location of all the pins.
16. Patch and paint all curbs on a regular basis if possible, as needed.
17. Aerate all fields in the fall and seed and fertilize, as required.
18. Assist Custodians and Maintenance personnel with special events set-ups as assigned by the Director of Buildings & Grounds.
19. Provide support to interior building functions as assigned by the Director of Buildings and Grounds

JOB DESCRIPTION
Locator Index: 7.05
Grounds Worker (continued)

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other related grounds worker's duties as assigned by the assistant director of buildings and grounds and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

Re-adoption date: April 13, 2015

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Cloverleaf Board of Education Personnel Policy Manual.

(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 8.01

Date: _____

Title: 8.01 School Bus Driver

Reports to: Transportation supervisor and assistant transportation supervisor

Work Activity Classification: Light

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. High school diploma or equivalent
2. Hold a current Ohio Class B CDL license with School Bus and Passenger endorsement
3. Be insurable with not more than four points on the Ohio driver's license
4. Complete and pass a T-8 physical yearly
5. High moral character and good attendance record
6. Demonstrate aptitude for successful completion of tasks assigned

General Description: Provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curricular and extra-curricular programs.

Essential Functions:

1. Meet all requirements as outlined by the State of Ohio.
2. Know and obey traffic laws and regulations set forth in the Ohio School Bus Operation Regulations manual.
3. Perform PTI prior to beginning route as dictated by Ohio laws.
4. Be the sole operator of the school bus.
5. Attend bus drivers' meetings in the district or county unless excused by administration.
6. Follow all rules set forth by the transportation office and approve by the Cloverleaf Board of Education.

JOB DESCRIPTION
Locator Index: 8.01
School Bus Driver (continued)

7. Be responsible for fueling bus.
8. Be responsible for keeping his/her bus clean inside.
9. Be responsible for the orderly conduct of riders. Pupils on the bus are under the authority of, and directly responsible to, the driver.
10. Reports serious discipline problems to the transportation supervisor.
11. Deliver bus for servicing and repairs as directed by transportation supervisor and/or head mechanic.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Conduct other related driver's duties as assigned by the transportation supervisor, assistant transportation supervisor, assistant superintendent and local superintendent and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional operation of a school bus under inclement weather conditions.
3. Occasional interaction among unruly children.

Terms of Employment

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a

JOB DESCRIPTION
Locator Index: 8.01
School Bus Driver (continued)

list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

Re-approval Date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 8.02

Date _____

Title: 8.02 Head School Bus Mechanic

Reports to: Transportation supervisor, assistant superintendent, local Superintendent

Work Activity Classification: Heavy

Employment Status: Full-time

FLSA Status: Exempt

- Qualifications:**
1. 18 years of age or more
 2. High school graduate or equivalent
 3. Ability to schedule maintenance requirements in a cost effective manner with minimum vehicle out-of-service time
 4. Ability to develop, train, and enforce a safety program as per OSHA, MSDS, state and federal safety and environmental requirements
 5. Ability to assign tasks, develop plans and follow through to complete all maintenance required on board owned vehicles
 6. Ability to document and accurately train personnel to properly document maintenance on board owned vehicles
 7. Ability to maintain, manage and inventory accurately the accounting of all spare repair parts, tools and bus maintenance equipment
 8. Have valid Class B CDL with School Bus and Passenger endorsements
 9. High moral character and good attendance record
 10. Demonstrate aptitude for successful completion of tasks assigned

JOB DESCRIPTION
Locator Index: 8.02
Head School Bus Mechanic (continued)

General Description: Maintain and provide a safe and reliable bus fleet. Perform major and emergency repairs, including regular and periodic inspection and maintenance procedures, to reduce frequency of repairs and lower cost of operation and maintenance. Instruct other employees, be able to evaluate their work, and offer suggestions for improvement. Lay out work for others, give directions and supervise subordinates in a firm, yet fair and friendly manner.

Essential Functions:

1. Establish and maintain a program of preventive maintenance.
2. Schedule, service and inspect buses and other board-owned motor vehicles on a regularly scheduled program, making repairs as needed, keeping the transportation supervisor informed with a daily down list.
3. Have access to and know how to use the Owners and Driver's Manual and the Service Manual provided by the vehicle manufacturer.
4. Be responsible for the summer bus maintenance program and have all buses ready for the annual inspection by the Ohio Highway Patrol.
5. Comply with safety regulations related to equipment maintenance and use, and document in writing failure to comply.
6. Comply with EPA, EMSDA, state and federal environmental requirements.
7. Train supervised personnel on paper documentation of maintenance performed on all school buses.
8. Insure that equipment and tools that belong to the Cloverleaf District are not loaned out, misused or improperly maintained.
9. Maintain and manage all maintenance-related files on board owned passenger vehicles to insure accurate accountability and safety.
10. Insure school owned communication equipment, including radios, is properly maintained and not used for personal business except in emergency situations.
11. Assign, in writing, cleaning responsibilities and schedules for the bus garage and insure that equipment is available to comply.

JOB DESCRIPTION
Locator Index: 8.02
Head School Bus Mechanic (continued)

12. Insure timely incorporation of all safety repaired items and recalls by manufacturer or state and federal agencies.
13. Drive buses as deemed necessary by the transportation supervisor/assistant transportation supervisor.
14. Turn in all work orders and purchase receipts for parts and materials to the transportation supervisor at the end of each work day.
15. Promote good public relations with other employees through personal appearance, attitude and conversation.
16. Work necessary hours to achieve the job goal; this may include evenings and weekends.
17. Assist the transportation supervisor with new bus purchases.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the head mechanic's duties as assigned by the transportation supervisor, assistant transportation supervisor or local superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional operation of a school bus under inclement weather conditions.
3. Occasional interaction among unruly children.

Terms of Employment:

Salary to be established by the board.

JOB DESCRIPTION
Locator Index: 8.02
Head School Bus Mechanic (continued)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of classified administrative personnel.

Re-approval Date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or Designee)

(Date)

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOL
JOB DESCRIPTION**

Locator Index: 8.03

Date: _____

- Title:** 8.03 School Bus Mechanic
- Reports to:** Transportation supervisor and head mechanic
- Work Activity Classification:** Heavy
- Employment Status:** Full-time
- FLSA Status:** Non-exempt
- Qualifications:**
1. Valid Class B CDL with School Bus and Passenger endorsements
 2. Ability to perform a variety of tasks involved in bus diesel engine repair
 3. High school graduate or equivalent
 4. At least eighteen years old
 5. High moral character and good attendance Record
 6. Demonstrate aptitude for successful completion of tasks assigned
- General Description:** Keep the district's bus fleet and vehicles in such a state of operating excellence that they present no interruption to the educational program.

Essential Functions:

1. Make scheduled preventive maintenance repairs, including but not limited to, grease jobs and oil jobs and keeping a scheduled maintenance program.
2. Complete repairs scheduled by head mechanic.
3. Report status of repairs made on a daily basis to head mechanic.
4. Complete and adhere to all requests made by the head mechanic, transportation supervisor and assistant transportation supervisor.

JOB DESCRIPTION
Locator Index: 8.03
School Bus Mechanic (continued)

5. Drive buses as deemed necessary by transportation supervisor/assistant transportation supervisor.
6. Keep a clean and orderly garage.
7. Keep all tools in good repair.
8. Complete work orders on a timely basis.
9. Repair buses as necessary.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other related mechanic's duties as assigned by the transportation supervisor, head mechanic, assistant superintendent and local superintendent and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an

JOB DESCRIPTION
Locator Index: 8.03
School Bus Mechanic (continued)

employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

Re-approval Date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title:

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOL
JOB DESCRIPTION**

Locator Index: 8.04

Date: _____

Title: 8.04 School Bus Mechanic's Helper

Reports to: Head mechanic, transportation supervisor

Work Activity Classification: Heavy

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Experience as automotive mechanic
2. High school graduate or equivalent
3. At least eighteen years old
4. Hold a current valid Class B CDL with School Bus and Passenger endorsements
5. High moral character, and good attendance record
6. Demonstrate aptitude for successful completion of tasks assigned

General Description: Perform those duties assigned which will contribute to a high level of operation of the school buses and other board-owned vehicles.

Essential Functions:

1. Assist with the performance of those duties within the trade skill of an auto/bus mechanic.
2. Maintain a clean bus garage.
3. Assist with the preparation of buses for summer inspection.
4. Assist with the routine inspection and service of buses.
5. Assist the bus mechanic on emergency service trips.
6. Pick up and deliver buses that are to be serviced.

JOB DESCRIPTION
Locator Index: 8.04
School Bus Mechanic's Helper (continued)

7. Maintain cleanliness of buses and other board-owned vehicles as assigned.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Conduct other related mechanic's duties as assigned by the head mechanic and transportation supervisor and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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JOB DESCRIPTION
Locator Index: 8.04
School Bus Mechanic's Helper (continued)

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

Re-approval Date: October 28, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title:

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 9.01

Date _____

Title: 9.01 Cafeteria Manager

Reports to: Building principal and/or director of food services

Work Activity Classification: Medium

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Demonstrate aptitude for successful completion of tasks assigned
2. Two years' experience as a cook

General Description: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth, to participate in the nutrition education program, and to supervise all subordinate employees.

Essential Functions:

1. Supervise and instruct kitchen personnel in the safe, proper and efficient use of all kitchen equipment. See that equipment is properly maintained.
2. Maintain the highest standard of safety and cleanliness in the kitchen by meeting all local health department requirements and HACCP Program criteria.
3. Check food shipments, including government commodities, into the school, signing receiving invoices only after each order has been verified.
4. Determine the quantities of each food to be prepared daily and record them in daily production records.
5. Record all food requisitions from the storeroom and record all meals served, designating with or without milk.
6. Maintain a correct inventory of supplies and food.

JOB DESCRIPTION
Locator Index: 9.01
Cafeteria Manager (continued)

7. Confer with the director of food services regarding any personnel problems.
8. Supervise the daily cleaning of all kitchen equipment and the washing and sterilizing of all dishes, silverware and utensils.
9. Order all products needed for all production.
10. Evaluate cafeteria workers' performance.
11. Complete all district and state required records on forms provided by the director of food services in the prescribed manner.
12. Participate in the activities of the schools' cafeteria committees.
13. Call all substitutes.
14. Work with the food service director and cashiers to assure that all free and reduced lunch records are properly maintained.
15. Oversee and assist in the preparation of all meals served.
16. Perform any additional duties assigned by the director of food services or superintendent.
17. Meet all local and state requirements under the National School Lunch Program.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other related cafeteria manager's duties as assigned by the food service director or local superintendent and as permitted by the negotiated agreement.

JOB DESCRIPTION
Locator Index: 9.01
Cafeteria Manager (continued)

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title:

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 9.02

Date: _____

Title: 9.02 Cafeteria Lead Helper – All Buildings

Reports to: Building principal and/or food services and cafeteria manager

Work Activity Classification: Medium

Employment Status: Full-time

FLSA Status: Non-exempt

Qualifications:

1. Demonstrated aptitude for successful completion of tasks Assigned
2. One year experience as a cook

General Description: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth and to participate in the nutrition education program, and to assist cafeteria manager in supervision of all subordinate employees.

Essential Functions:

1. Assist cafeteria manager in supervision and instruction of kitchen personnel in the safe, proper and efficient use of all kitchen equipment. See that all equipment is properly maintained.
2. Assist cafeteria manager in maintaining the highest standard of safety and cleanliness in the kitchen by meeting all local health department requirements and HACCP program criteria
3. Assist cafeteria manager in determining the quantities of each food to be prepared daily and record them on daily production records.
4. Assist cafeteria manager in maintaining a correct inventory of supplies and food.
5. Assist cafeteria manager in ordering all products needed for production
6. Prepare all menu items as directed by the kitchen manager.
7. Advise the kitchen manager of any equipment repairs that need to be made.
8. Assist other cafeteria helpers/kitchen manager whenever possible.

JOB DESCRIPTION
Locator Index: 9.02
Cafeteria Lead Helper – All Buildings

9. Be proficient in running the district POS computer system to ensure that meals are being recorded accurately and meet all National School Breakfast and lunch guidelines.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Perform any additional duties assigned by the cafeteria manager and/or director of food services and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly students.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who has been absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides certification. If the employee never provides the certification, he or she may be denied reinstatement.

JOB DESCRIPTION
Locator Index: 9.02
Cafeteria Lead Helper – All Buildings

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

Approval Date: November 28, 2011

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 9.03

Date _____

Title: 9.03 Cafeteria Helper-All Buildings

Reports to: Kitchen manager and/or director of food services

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Non-exempt

Qualifications: Demonstrate aptitude for successful completion of tasks assigned

General Description: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth.

Essential Functions:

1. Prepare all menu items as directed by the kitchen manager.
2. Assume responsibility for receiving and serving foods by meeting all local and state requirements under the National School Lunch Program, health department and established HACCP Program.
3. Assume responsibility for weekly National School Lunch program list of needs for the coming week to the kitchen manager.
4. Advise the kitchen manager of any repairs that need to be made.
5. Assume responsibility for daily cleaning of the kitchen and service area along with weekly cleaning schedule per kitchen manager.
6. Assume responsibility for storage or return of unused food and supplies to proper area with proper labeling.
7. Assume responsibility for recording food and supplies on Daily production Records.

JOB DESCRIPTION
Locator Index: 9.03
Cafeteria Helper-All Buildings

8. Keep all equipment clean at all times, performing daily/weekly upkeep that is needed per kitchen manager.
9. Assist other cafeteria helpers/kitchen manager whenever possible.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Perform any additional duties assigned by the cafeteria manager and/or director of food services and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

JOB DESCRIPTION
Locator Index: 9.03
Cafeteria Helper-All Buildings

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Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title:

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(Superintendent or Designee

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 9.04

Date _____

Title: 9.04 Cafeteria Helper - Cashier - All Buildings

Reports to: Cafeteria manager and/or director of food services

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Non-exempt

Qualifications: Demonstrate aptitude for successful completion of tasks assigned

General Description: Carry out all responsibilities in an atmosphere of efficiency, cleanliness and warmth.

Essential Functions:

1. Maintain an accurate and up-to-date list of all students on free and reduced lunch.
2. Assume responsibility for collecting monies at the cash register for food items sold in the meal line.
3. Assume responsibility for proper handling of all monies and see that they are banked at the end of each day.
4. Assume responsibility for all Daily Tally Sheets and Daily CN Worksheets.
5. Assume responsibility for submitting CN Worksheets to the Food Service office on the next school day after the end of the month.
6. Meet all state and local requirements under the National School Lunch Program, Health Department and our established HACCP Program.
7. Assume responsibility of all vend sales, proper filling, inventory vend cards and money counting.

JOB DESCRIPTION
Locator Index: 9.04
Cafeteria Helper - cashier

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Perform any additional duties assigned by the principal, cafeteria manager and/or food service director and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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JOB DESCRIPTION
Locator Index: 9.04
Cafeteria Helper - cashier

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Carry (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 15 lb frequently; Negligible constantly	≤50 lb occasionally; 25 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Locator Index: 9.06

Date _____

Title: 9.06 Cafeteria Helper - Dishwasher

Reports to: Cafeteria manager and/or director of food services

Work Activity Classification: Medium

Employment Status: Part-time

FLSA Status: Non-exempt

Qualifications: Demonstrate aptitude for successful completion of tasks assigned

General Description: To carry out all responsibilities in an atmosphere of efficiency, cleanliness and warmth.

Essential Functions:

1. Assume responsibility for the proper set-up of the dishwasher.
2. Supervise all garbage disposal, dishwasher operation and handling of clean items from the dishwasher.
3. Keep clean trays and utensils on hand at the serving area.
4. Clean up the dishwashing area and properly shut down all equipment in that area.
5. Perform daily and weekly cleaning and lime removal of the dishwasher.
6. Assist the cafeteria helpers who are serving on the line in any way possible, should the need arise.
7. Supervise the students who are helping in the dishwashing area in a manner that will demonstrate an actual job experience and will be a benefit to them in later years.
8. Inform the cafeteria manager if the equipment is in need of service or repair.

JOB DESCRIPTION
Locator Index: 9.06
Cafeteria Helper - dishwasher (continued)

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Perform any additional duties assigned by the cafeteria manager and/or director of food services and as permitted by the negotiated agreement.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Terms of Employment:

Salary and work year to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

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JOB DESCRIPTION
Locator Index: 9.06
Cafeteria Helper - dishwasher (continued)

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of classified personnel.

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Title:

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

**CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION**

Date: _____

Title: **Head Cook**

Reports To: Building Principal and/or Food Service Director and Cafeteria Manager

Work Activity Classification: Medium

Employment Status: Part Time

FLSA Status:

- Qualifications:**
1. Demonstration of aptitude for successful completion of tasks as assigned.
 2. Demonstrate a working knowledge of all aspects of food production, to include but not limited to preparing items in advance, baking, cooking, sautéing, steaming, proper knife handling, proper heating, reheating and cooling and staff management.

General Description: To prepare for the students and faculty attractive, nutritional meals in an atmosphere of efficiency, cleanliness and warm and to participate in the nutritional education program and to assist the cafeteria manager in food production supervision of all subordinate employees.

Essential Functions:

1. Assist the cafeteria manager in supervision and instruction of kitchen personnel in the safe, proper and efficient use of all kitchen equipment. See that all equipment is properly maintained.
2. Assist the cafeteria manager in maintaining the highest standard of safety and cleanliness in the kitchen by meeting all local health department requirements and HACCP program criteria.
3. Assist cafeteria manager in determining the quantities of each food to be prepared daily and record them on daily production records accurately.
4. Assist cafeteria manager in maintain a correct inventory of supplies and food.
5. Prepare all menu items as directed by the cafeteria manager and the food service director.
6. Advise the kitchen manager of any equipment repairs needed.

7. Assist the cafeteria helpers/kitchen manager whenever possible
8. Be proficient in running the district POS computer system to ensure that meals are being recorded accurately and meet all National School Breakfast and Lunch guidelines.
9. Utilize all recipes given by the food service director and communicate any changes necessary. Pull recipes one week ahead to ensure all food items and supplies needed are ordered on time and are on hand when needed.
10. Know all food service regulations to include National School Breakfast and Lunch Guidelines, USDA regulations and local and state health department regulations.
11. Create new and exciting menu offerings in conjunction with food service director and cafeteria manager.
12. Assist food service director in menu creation.
13. Supervise all food production and quality control measures to include tasting all food prepared in kitchen to ensure that all food served meets health department regulations and district expectations.
14. Ensure all cafeteria helpers accurately record production all food production and temp foods in accordance with local health code regulations and HACCP criteria.
15. Assist cafeteria manager with training of new employees on local health code regulations, HACCP criteria, food production and equipment usage.
16. Assist manager with ordering food items and supplies.
17. Prepare food by operating a variety of kitchen equipment to measure and mix ingredients, washing, peeling, cutting and shredding of fruits and vegetables and trimming and cutting meat, poultry or fish for culinary use.
18. Keep work station cleaned and sanitized following local health regulations and HACCP criteria during all prep.
19. Assist cafeteria manager in ensuring a safe working environment for all cafeteria staff.
20. Assist cafeteria manager in directing student workers and keeping them productive.
21. Demonstrate the ability to effectively communicate policies and/or procedures in a manner easily understood by fellow employees.
22. Assist cafeteria manager with proper food rotation, labeling and all aspects of food handling to ensure all local health department and HACCP regulations are met.

Other Duties and Responsibilities:

1. Serve as a role model for students and staff as to how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Perform other related food service secretarial duties as assigned by the food service director, principals and/or superintendent as permitted by the negotiated agreement.

Adoption Date: September 23, 2013

WORK ACTIVITY PER JOB ACTIVITY CLASSIFICATION

<u>Body Part</u>	<u>Primary Work Function</u>	<u>Sedentary</u>	<u>Light</u>	<u>Medium</u>	<u>Heavy</u>
General Description *	Lifting (lb)	≤ 10 lb occasionally; 0 lb frequently/ constantly	≤ 20 lb occasionally; 10 lb frequently; Negligible constantly	≤50 lb occasionally; 20 lb frequently; 10 lb constantly	≤100 lb occasionally; 50 lb frequently; 20 lb constantly
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	Push/Pull (lb)	100	150	250	350
	Climbing	None	Stairs	Ladder	Scaffold
	Bend, Stoop, Twist/hr.	0	15	30	50
	Sit/Stand (minutes)	30	45	90	180/150
	Walk (Hours/Day)	1	3	4	5
	Energy Required (METs)	1.5 - 2.1	2.2 - 3.5	4.6 - 6.3	7.1 - 7.5

CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION

Title: _____

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(Superintendent or Designee)

(Date)

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(Signature)

(Date)

RATIONALE FOR STIPEND
WASTE WATER MANAGEMENT
EPA CERTIFICATION

1. OEPA requirement to have Class I waste water operator by December 1, 2001.
2. The OEPA requirements necessitate a highly trained and skilled operator.
3. OEPA will fine the district for non-compliance.
4. The Class I operator can also be fined up to \$25,000 per violation.
5. The OEPA Class I course is very rigorous and only 15% pass the exam on the first attempt. Candidates are only granted one attempt to pass the exam in a one-year period. Candidates may also attempt to pass a Class II test during that same year.
6. A great deal of self-motivation and long study hours are necessary to garner the large volume of text material.
7. A local village Class I operator pays a minimum of \$13.62 per hour or \$28,329 per year.
8. Very few Class I certified operators are available for employment.
9. The employee with this credential and responsibility deserves commensurate pay.
10. Proposed stipend is \$3,000 per contract year.