

Amherst Exempted Village Board of Education

550 Milan Avenue
Amherst, OH 44001
(440) 988-4406 - Fax (440) 988-4413

Regular Board Meeting - Monday, January 23, 2023, at 5:30 P.M.

M.L. Steele Creative Learning Center
450 Washington St.
Amherst, OH 44001

Each meeting of the Amherst Board of Education is held in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda.

AGENDA

1. Call to Order:

Meeting called to order by:

Time:

2. Pledge of Allegiance.

3. Roll Call:

Mr. Rex Engle, Board President - **Present / Absent**

Mr. Marc Zappa, Board Vice President - **Present / Absent**

Mrs. Teresa Gilles, Board Member - **Present / Absent**

Dr. Amanda Messer, Board Member - **Present / Absent**

Mrs. Morgan Wachholz, Board Member - **Present / Absent**

4. Recommendation to adopt the agenda as presented, including any addendum(s).

Roll call vote:

Mr. Engle____, **Mrs. Gilles**____, **Dr. Messer**____, **Mrs. Wachholz**____, **Mr. Zappa**____

5. Hearing of the Public:

The Public Participation section of the Board of Education's agenda is specifically designed for the public to address the Board with their compliments and/or concerns. The Board welcomes and appreciates your comments. If you wish to address the board regarding a problem, please consider the following: First, your comments should be factual and respectful of the rights of others. Second: before addressing the Board with a specific problem, it is the Board's hope that you have first addressed the problem with the appropriate teacher, staff member or administrator. Individual statements should not exceed five (5) minutes and total time shall be a maximum of minutes thirty (30) minutes.

(If planning to address the Board, please complete the sign-in sheet.)

Notes:

6. Treasurer's Report: Mrs. Amelia Gioffredo

Notes:

7. Treasurer's Recommendations:

A. That the Amherst E.V. Board of Education amend and/or approve the board minutes for the 12/12/2022 Regular Board Meeting.

B. That the Amherst E.V. Board of Education amend and/or approve the board minutes for the 1/9/2023 Organizational Board Meeting.

C. That the Amherst E.V. Board of Education approve the treasurer's financial reports for the month of December 2022 as per **exhibits 7A, 7B, 7C, and 7D.**

D. That the Amherst E.V. Board of Education approve the revision of appropriations and the "412 certificate."

- 006-0000 Food Service: From \$2,079,479 to \$2,111,479
- 507-9123 FY23 Homeless Round II: From \$0 to \$7,102.60
- 516-9122 FY22 ARP VI-B: \$52,209.84 to \$20,422.75
- 516-9123 FY23 ARP VI-B: From \$0 to \$52,209.84
- 516-9222 FY22 Title VI-B: From \$184,751.67 to \$120,475.36
- 516-9223 FY23 Title VI-B: From \$809,195.50 to \$873,471.76
- 572-9122 FY23 EOEC: \$0 to \$11,735.63
- 572-9222 FY22 Title I: From \$73,039.20 to \$44,020.25
- 572-9223 FY23 Title I: \$339,897.30 to \$382,073.97
- 584-9222 FY22 Title IV-A: From \$4,542.81 to \$3,586.49
- 584-9223 FY23 Title IV-A: From \$27,020.94 to \$27,022.37
- 590-9222 FY22 Title II-A: From \$7,632.17 to \$7,515.67
- 590-9223 FY23 Title II-A: From \$70,534.54 to \$70,651.04
- 599-9222 FY22 Each Child Reads: From \$12,748.75 to \$0
- 599-9223 FY23 Each Child Reads: From \$34,615 to \$42,814.96

E. That the Amherst E.V. Board of Education approve the following advances:

- General Fund to 507-9223 - \$59,012.41

F. That the Amherst E.V. Board of Education approve the following return of advances:

- 507-9223 to General Fund - \$187,612.17 for October, November and December 2022

G. That the Amherst E.V. Board of Education approve the then-and-now invoice(s), thus certifying that both at the time the contract was made and at the time of the certificate, the amount of the contract was lawfully appropriated for such purposes of the contract. That the appropriation remains unencumbered and the available resources to pay the obligation are on-hand, or in the process of collection to the credit of the appropriate fund, in accordance with Ohio Revised Code §5705.41 as per **exhibit 7E, 7F, and 7G.**

- Insight Behavioral Consulting, PO 20230550 (Line 1)
- DB/McGuire Settlement, PO 20230550
- Ombudsman; ESC of LC; ABA; Bon Secour-Mercy, PO 20230576

H. That the Amherst E.V. Board of Education approve the agreement with **Ennis Britton for Board of Revision Tracking Services** as per **exhibit 7H.**

I. That the Amherst E.V. Board of Education accept and acknowledge the receipt of the following donations to the Amherst Schools:

- Nord PTO for three (3), 4 x 10 foot benches, valued at \$3,117.75 for Nord school.
- An anonymous donation of \$1,077.12 to cover the negative account balances for breakfast and lunch for students.
- 2023 SNL Telethon anonymous donation of \$245
- 2023 SNL Telethon donation of \$50 - Alex Singleton

- 2023 SNL Telethon donation of \$50 - Sam Singleton
- 2023 SNL Telethon donation of \$400 - Kyle Houghland
- 2023 SNL Telethon donation of \$450 - Mike Donohue

Roll call vote:

Mr. Engle _____, **Mrs. Gilles** _____, **Dr. Messer** _____, **Mrs. Wachholz** _____, **Mr. Zappa** _____

8. Superintendent's Report: Mr. Mike Molnar

Notes:

9. Administrative Committee Reports:

A. Mrs. Sarah Walker, Assistant Superintendent

Notes:

B. Mr. Rex Engle, JVS Representative

Notes:

C. Board Updates/Discussion/Committee Reports

- Legislative update - Dr. Messer

Notes:

10. Personnel Recommendations:

A. That the Amherst E.V. Board of Education accept the following resignations as indicated for the **purpose of retirement** and authorize the Superintendent and/or Treasurer to execute any necessary documents relating to separation of employment:

- **Helen Mercado**, Teacher Aide, Powers, effective 5/31/2023

B. That the Amherst E.V. Board of Education accept the following resignations as indicated and authorize the Superintendent and/or Treasurer to execute any necessary documents relating to separation of employment:

- **Michael Holp**, Custodian/Cleaner II, MLS, effective 2/10/2023

C. That the Amherst E.V. Board of Education employ the following individual(s), as indicated, on a 30 or 60-day probationary contract, for the 2022-2023 school year pending completion of all employment requirements, including but not limited to a background check. Proper placement on the negotiated salary schedule pending verification of all prior experience:

- **Donna Cierchi**, 60-day probationary contract, PT Cook/Cashier, AJH, effective 1/23/2023
- **Christopher Lulovics**, 60-day probationary contract, Custodian/Cleaner II, Nord, effective 2/6/2023

D. That the Amherst E.V. Board of Education employ the following certified individuals, on a one-year limited contract, as indicated, for the 2023-2024 school year pending completion of all employment requirements, including but not limited to a background check and proper certification/licensure. Proper placement on the negotiated salary schedule pending verification of all education training and prior experience submitted to the Amherst Schools:

- **Thomas Thome**, Social Studies Teacher, MLS, effective for 8/17/2023

E. That the Amherst E.V. Board of Education employ the following individual(s) as certified and/or classified substitutes for the 2022-2023 school year, as indicated, with compensation at the board approved substitute rates pending completion of all employment requirements, including, but not limited to licensure/certification (if required) and a BCI & FBI background check:

- **CERTIFIED**
 - **Jessica Barnes**, effective 1/5/2023
 - **Jasmine Baxter**, effective 1/18/2023
 - **Eileen Callahan-Smath**, effective 1/5/2023
 - **Mikala Elkhart**, effective 12/19/2022
 - **Frank Giamboi**, effective 1/5/2023
 - **Emily Matakovich**, effective 1/18/2023
 - **Andrea Repko**, effective 1/18/2023
 - **Lemma Shafik**, effective 1/18/2023
 - **Mary Wierzbinski**, effective 1/18/2023
- **CLASSIFIED**
 - **Taryn Nemeth**, effective 1/23/2023
 - **Rhianne Olgin Beard**, effective 1/23/2023
 - **Sarah Smith**, effective 1/23/2023
 - **Maria Tomusko**, effective 1/23/2023

F. That the Amherst E.V. Board of Education approve the changes in contracted status for the following individuals for the 2022-2023 school year as indicated:

- **Lindsay Collins**, Powers, from PT Teacher Aide to FT Teacher Aide, effective 12/15/2022

G. That the Amherst E.V. Board of Education grant the following individual(s), who have completed their probationary contract, a limited contract or return to a continuing contract status as indicated:

- **Carlene Crawford**, FT Bus Driver, balance of a one-year contract, effective 1/27/2023
- **Misty Detillio**, PT Monitor, AJH, balance of a one-year contract, effective 1/17/2023

H. That the Amherst E.V. Board of Education grant a supplemental contract to the following individuals for the winter and/or year round extra curricular activities during the 2022-2023 school year, pending completion of all employment requirements, including but not limited to Pupil Activity Permit, if required for positions, and a BCI and FBI background check with compensation at the board approved rate:

- **Christine Diaz**, Ski Club Advisor, MLS, ½ contract
- **Katheline Santos-Garcia**, Ski Club Advisor, MLS, ½ contract
- **Janet Latto**, Ski Club Advisor, AJH

I. That the Amherst E.V. Board of Education employ the following individuals, as indicated, as winter event workers, with compensation to be paid as per the Ancillary Schedule as per **attachment 10A** and for the **OHSAA Basketball Tournaments** as per **attachment 10B**.

J. That the Amherst E.V. Board of Education approve the salary advancement due to changes in educational training level of the following certified staff:

- **David Lawson** - from M+10 to M+20
- **Rebecca McArthur** - from M to M+10
- **Janine New** - from M to M+10
- **Staci Peltz** - from M to M+10
- **Cooper Shank** - from B+20 to M

K. That the Amherst E.V. Board of Education grant a supplemental contract to **Thomas Thome** as the **Head Football Coach for the 2023-2024** school year, pending completion of all employment requirements, including but not limited to Pupil Activity Permit, and a BCI and FBI background check with compensation at the board approved rate.

L. That the Amherst E.V. Board of Education approve the appointment of **Elizabeth Hui** as a **Library Trustee**, for a term of seven (7) years, effective 2/1/2023 - 1/31/2030 as per **exhibit 10A**.

M. That the Amherst E.V. Board of Education approve the new/revised job descriptions:

- **Assistant Superintendent** as per **attachment 10C**

- **Coordinator of Special Education** as per **attachment 10D**
- **Director of Curriculum and Instruction** as per **attachment 10E**
- **Director of Human Resources** as per **attachment 10F**
- **Preschool/Early Childhood Program Supervisor** as per **attachment 10G**

N. That the Amherst E.V. Board of Education approve the revised **Organizational Chart** for the Amherst E.V. Schools as per **attachment 10H**.

O. That the Amherst E.V. Board of Education grant the following certified personnel a supplemental contract for their services as a home instruction tutor for the 2022-2023 school year, inclusive of summer 2023 if necessary, on an "as needed basis," with compensation at the board approved rate, all will be effective 1/5/2023:

- **Kelly Massa**

Roll call vote:

Mr. Engle____, **Mrs. Gilles**____, **Dr. Messer**____, **Mrs. Wachholz**____, **Mr. Zappa**____

11. Educational Recommendations:

A. That the Amherst E.V. Board of Education accept the **Resolution Authorizing Required Third Grade English Language Arts and Mathematics Assessments in Paper Format for the 2023-2024 School Year** as per **exhibit 11A**.

B. That the Amherst E.V. Board of Education approve the agreement with **Learn Well**, for an individual student to receive services, as per **exhibit 11B**.

C. That the Amherst E.V. Board of Education approve the **Open Enrollment Program** for students in any school district in the State of Ohio, on a "space available" basis for the 2023-2024 school year.

D. That the Amherst E.V. Board of Education approve the **program of studies for M.L. Steele High School** for the **2023-2024** school year as per **exhibit 11C**.

E. That the Amherst E.V. Board of Education approve the **independent contracts** for a **Choreographer, Music Director, and Orchestra Pit Director**, for their work with the MLS Theatre Company, Troupe 1422, as per **exhibit 11D**.

F. That the Amherst E.V. Board of Education approve the overnight trip for the high school hockey team as per **exhibit 11E**.

G. That the Amherst E.V. Board of Education accept the Memorandum of Understanding(s) (MOU) with **Lorain County Community College** for the **College Credit Plus (CCP) program** for the 2023-2024 school year as per **exhibit 11F**.

H. That the Amherst E.V. Board of Education approve the application form for **Early Entrance to Kindergarten (EEK)** as per **exhibit 11G**.

I. That the Amherst E.V. Board of Education authorize membership in the **Ohio High School Athletic Association (OHSAA)** for M.L. Steele High School and Amherst Junior High School for the 2023-2024 school year as per **exhibit 11H**.

Roll call vote:

Mr. Engle____, **Mrs. Gilles**____, **Dr. Messer**____, **Mrs. Wachholz**____, **Mr. Zappa**____

12. Business Recommendations:

A. That the Amherst E.V. Board of Education approve the renewal agreement with **PowerSchool for License & Subscription** for the 2023-2024 School year as per **exhibit 12A**.

B. That the Amherst E.V. Board of Education approve the agreement with **Burges and Burges** for **Facility Planning** as per **exhibit 12B**.

C. That the Amherst E.V. Board of Education accept the bid from **Williams Brothers Builders, Inc.** for the M.L. Steele High School **Makerspace Renovations** project as per **exhibit 12C**.

D. That the Amherst E.V. Board of Education approve the proposal from **GPD Group**, for the **Maker Space at M.L. Steele High School** as per **exhibit 12D**.

Roll call vote:

Mr. Engle____, **Mrs. Gilles**____, **Dr. Messer**____, **Mrs. Wachholz**____, **Mr. Zappa**____

13. Board Recommendation:

A. That the Amherst E.V. Board of Education approve payment of registration for the following board member training opportunities:

- Board 201 Deeper Dive: Northeast Region
- Board Leadership Institute 2023

Roll call vote:

Mr. Engle____, **Mrs. Gilles**____, **Dr. Messer**____, **Mrs. Wachholz**____, **Mr. Zappa**____

14. Adjournment.

Roll call vote:

Mr. Engle____, **Mrs. Gilles**____, **Dr. Messer**____, **Mrs. Wachholz**____, **Mr. Zappa**____

ADDRESSING THE BOARD:

School patrons are reminded when addressing the Board, statements about school employees, students or parents must be accurate and that all remarks made at a public board meeting are subject to the libel and slander laws of the State of Ohio.

Patrons wishing to meet privately with the school board are asked to contact the Superintendent prior to the Board meeting so that the agenda may be adjusted and a time can be arranged.

MEETINGS AND EXECUTIVE SESSIONS:

This meeting and notices of all meetings are in compliance with O.R.C. 121.22. This Board of Education shall discuss in Executive Session only those items allowed in O.R.C. 121.22.

Board of Education members receive their copies of the agenda 72 hours prior to each meeting. This provides them with time to review all items, request additional information, if needed, and establish a position prior to the call for a vote.

Winter Event Workers

Ticket Seller — Boys Basketball:

Claudia Schultz
Jackie Doehr
Seleste Roberts

Ticket Seller — Girls Basketball:

Claudia Schultz
Jackie Doehr
Seleste Roberts

Scoreboard — Basketball — Girls/Boys:

Linda Bray
Larry Reardon
Dana Weatherspoon
Al McConihe

Bookkeeper — Basketball — Girls/Boys Home/Away:

Linda Bray
Lacey Reichert
Chris Kelley

Announcer — Boys & Girls Basketball:

Brandon Dimacchia
Mark Poalson
Trevor Gillam
Cooper Guilliams

Ticket Seller — Wrestling:

Claudia Schultz
Jackie Doehr
Seleste Roberts

Trainer-Ice Hockey:

LaTessa Ruebensaal
David Dury

Security—Ice Hockey:

Matt Eichenlaub
Michael Fairbanks

Scoreboard--Boys Basketball:

Todd Sayers

OHSAA Basketball Workers

Ticket Seller

Claudia Schultz
Jackie Doehr
Seleste Roberts
Michele Sturgeon

Scoreboard

Linda Bray
Larry Reardon
Dana Weatherspoon
Al McConihe
Todd Sayers

Bookkeeper:

Linda Bray
Lacey Reichert
Chris Kelley

Announcer:

Brandon Dimacchia
Mark Poalson
Steve Cawthon
Trevor Gillam
Cooper Guilliams

Ticket Seller — Wrestling:

Claudia Schultz
Jackie Doehr
Seleste Roberts

Game Management

David Zvara
Bill Walker

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: Assistant Superintendent **File 102**

Reports to: Superintendent

Job Objectives:

- Assists the superintendent with the planning, organization, and operation of the school district.
- Assists with hiring, purchasing, and facilities planning.
- Provides staff leadership.
- Administers district-wide student service programs.
- Promotes an effective learning environment.
- Encourages program innovations.
- Promotes close working relationships with parents, students, and staff.
- Keeps the superintendent informed about emerging issues.

Minimum Qualifications:

- Valid Ohio administrative license or certificate appropriate for the assignment.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Expertise in the identification and use of educational options, auxiliary services, and curricular materials that address the educational needs of program participants.
- Ability to organize community support for special education programs and student assimilation activities.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Participates as an active member of the district's management team.
- Upholds board policies and follows administrative procedures.
- Maintains visibility.
- Promotes a favorable image of the school district.
- Builds community partnerships that enhance district programs and services.
- Helps develop and implement the district's continuous improvement plan.
- Develops a strategy to accomplish personnel performance objectives within specified timelines.
- Provides staff leadership. Collaborates on action plans. Helps resolve problems.
- Maintains open and effective communications with staff and the community.
- Directs the delivery and continuous improvement of special education programs to achieve the district's written, implemented, and assessed curricula and mandated proficiencies

- Oversees the delivery of a continuum of special education services (e.g., student records, testing, speech/language pathology, physical and occupational therapy, orientation/mobility, visual/hearing, special needs transportation, etc.).
- Oversees district 504 procedures and compliance.
- Oversees the Coordinator of Special Education and Preschool Supervisor who monitors continuum of Programming and compliance for the district's early childhood program.
- Oversees district Health Service Program. Works in conjunction/ collaboration with the Lorain County Health Department.
- Oversees Mental Health Services and coordinates programming with School Counselors and Social Workers.
- Oversees the district's Gifted Program.
- Oversees the provision of services for students with Limited English Proficiency.
- Administers the board-approved budget for assigned areas of responsibility. Ensures that collection/dispersal procedures are properly documented.
- Administers supplemental service contracts.
- Complies with state model policies and procedures for the education of students identified as having a disability.
- Monitors education laws, rules, and regulations. Develops and/or updates administrative procedures to comply with legal mandates.
- Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.
- Encourages staff to develop and disseminate innovative program materials.
- Helps staff resolve problems that impede student learning and/or participation in appropriate peer group activities.
- Serves as a liaison and information resource for special education programs and point of contact for homeless students, foster care agencies, and youth in the juvenile justice system.
- Supports a full range of educational options. Collaborates with the Special Education Coordinator regarding placement procedures.
- Participates in parent conferences when necessary.
- Provides guidance, communicates high expectations, and shows an active interest in student progress.
- Participates in hearing/grievance processes and acts as Superintendent Designee for student expulsion hearings.
- Maintains high standards and upholds the student code of conduct.
- Helps teachers and administrators with discipline and pupil management issues.
- Prepares student discipline recommendations for the superintendent's consideration.
- Maintains effective relationships with community services (e.g., court systems, law enforcement, health care facilities, child welfare services, etc.).
- Participates in staff selection and orientation processes as directed.
- Expresses high expectations and monitors staff performance.
- Collaborates with supervisors to improve staff competencies.
- Supports opportunities for staff to develop new skills. Participates in staff evaluations when requested.
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.

- Upholds applicable Ohio Revised Codes. Administers policies regarding age, immunization, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc.
- Oversees enrollment and withdrawal procedures.
- Serves as the home schooling officer and liaison to chartered non-public schools.
- Oversees Title VI-B program applications and reporting requirements.
- Helps the treasurer prepare financial data (e.g., invoices for excess cost, tuition payments, foundation calculations and deductions, expenditure reports, etc.).
- Supervises the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.) as directed.
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports evidence of suspected child abuse as required by law.
- Encourages parent organizations.
- Supports and participates in school and student activities as time permits.
- Supports appropriate research and pilot projects. Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities Required:

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility:

Under the direction of the superintendent: directs, supervises and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.

- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation:

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Revised: 1/17/2023

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: Coordinator of Special Education

File: 113

Reports to: Assistant Superintendent

Job Objectives:

Administers the district's special education program. Promotes an effective learning environment. Encourages program innovations. Promotes close working relationships with parents, students and staff. Keeps the Director of Student Services informed about emerging issues.

Minimum Qualifications:

- Valid Ohio administrative license or certificate appropriate for assignments
- Meets all mandated health requirements (e.g. a negative tuberculosis test, etc.)
- Documentation of clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Expertise in the identification, use/availability of educational options, and curricular materials that address the educational and developmental needs of program participants.
- Ability to organize community support for early childhood programming and student service activities.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the delivery and continuous improvement of special education programs to achieve the district's written, implemented, and assessed curriculum.
- Participates as an active member of the district's management team.
- Upholds board policies and follows administrative procedures.
- Maintains visibility. Promotes a favorable image of the school district. Builds community partnerships that enhance district programs and services.
- Provides staff leadership. Maintains open and effective communication with staff and the community. Collaborates on action plans and helps resolve issues.
- Monitors the implementation of a continuum of special education services and keeps Assistant Superintendent apprised of issues that arise within the buildings.
- Keeps current with the K-12 courses of study, promotes continuity of instructional programs, and complies with state model policies and procedures for the education of students identified as having a disability.
- Provide oversight of the early education/preschool program through collaboration and consultation with the Preschool Supervisor.
- Provide consultation and assistance, through observation and discussion, to assure continuity among evaluation data, the IEP, and daily lessons.

- Ensures that services are provided in the least restrictive educational environment.
- Provide assistance to personnel in the provision of developmentally and age appropriate practices for children and acts as District Representative during evaluation and education plan meetings for students (including in and out-of-district placements).
- Coordinates “child find” and oversees preschool/kindergarten screening programs.
- Coordinates referrals, evaluations/play-based assessments, and program placements.
- Assists teachers and administrators to continue their professional development by participating in the development and evaluation of professional development plans and induction programs.
- Supervise the development of programs of staff and parental in-service learning.
- Keep informed of timely research, studies and announcements to the public about the availability, components, and accomplishments of the student services and early childhood programs.
- Assist with the employment of certified and classified staff members.
- Evaluate and make contract recommendations for assigned staff members.
- Participates in professional growth opportunities, including national, state, and/or regional conferences that help advance district and professional goals.
- Reports evidence of suspected child abuse, as required by law.
- Perform any related duties as may be assigned by the Assistant Superintendent.

Abilities Required:

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility:

Under the direction of the Director of Student Services: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for results of duties to delegated staff.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.

- Duties may require traveling to meetings, student homes and/or work assignments.
- Duties may require prolonged use of computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation:

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Revised: 1/17/2023

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: Director of Curriculum and Instruction

File 122

Reports to: Assistant Superintendent

Job Objectives:

- Responsible for the organization, implementation, evaluation, supervision, and coordination of all instructional programs from Early Childhood through Grade Twelve.
- Responsible for the coordination and supervision of all district assessments and testing programs, technology, federal programs, and professional development.
- Provides staff leadership.
- Administers district-wide curriculum and staff development activities.
- Promotes an effective learning environment.
- Encourages program innovations.
- Promotes close working relationships with parents, students, and staff.
- Keeps the assistant superintendent informed about emerging issues.

Minimum Qualifications:

- Valid Ohio administrative license or certificate appropriate for the assignment.
- Master's degree or higher with training in curriculum and instruction.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Strong organizational, planning, and project management skills.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Works with the community to maintain a strong commitment of financial support.
- Provides staff leadership.
- Helps resolve problems.
- Supervises and directs the teacher residency program.
- Oversees the budgeting, implementation, and documentation of state/ federal grants through the district's CCIP and through the collaboration of district personnel.
- Administers and maintains the district's Credit Flexibility/Acceleration policies.
- Monitors student graduation requirements.
- Builds and participates in the district's Master Teacher Program.
- Supervises, implements and maintains the district's professional development program, including chairing the district Professional Development committee.
- Supervises the district's technology program.
- Participates as an active member of the district's management team in negotiations.
- Upholds board policies and follows administrative procedures.
- Addresses issues that arise during the absence of the assistant superintendent.

- Maintains visibility.
- Promotes a favorable image of the school district.
- Builds community partnerships that enhance district programs and services.
- Helps develop and implement the district's continuous improvement plan/strategic plan.
- Helps evaluate the ongoing relevance of board policies.
- Develops recommendations to update administrative procedures.
- Uses personal discretion to address emergency situations not covered by administrative procedures.
- Reports actions undertaken to the assistant superintendent.
- Serves as a liaison to residents, other school systems, institutions, and community organizations as directed.
- Maintains open and effective communications with staff and the community.
- Administers the board-approved budget for assigned areas of responsibility.
- Chairs the district's curriculum committee.
- Develops, implements, and evaluates curriculum for all K-12 course offerings.
- Recommends the addition and grade placement of courses.
- Oversees the evaluation and selection of new books, equipment, and other instructional supplies.
- Helps develop the school calendar.
- Oversees kindergarten registration and administers the open enrollment process.
- Promotes the continuity of the instructional program.
- Provides insights about the progression of student skills and key contributions made by staff at each level.
- Oversees proficiency and alternative testing programs.
- Analyzes test results and the district report card, communicating findings to key stakeholders.
- Provides staff direction for instructional modifications and interventions that enhance student learning and improve test performance.
- Encourages staff to develop and disseminate innovative program materials.
- Helps staff resolve problems that impede student learning and/or participation in appropriate peer group activities.
- Administer policies related to the promotion, retention, and assignment of students.
- Organizes curriculum for summer school intervention programs.
- Provides guidance, communicates high expectations, and shows an active interest in student progress.
- Maintains effective relationships with community services.
- Maintains high standards and upholds the student conduct code.
- Helps teachers and administrators with discipline and pupil management issues.
- Participates in staff selection and orientation processes as directed.
- Expresses high expectations and monitors staff performance.
- Collaborates with building administrators to improve staff competencies.
- Supports opportunities for staff to develop new skills.
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Collaborates with the EMIS Coordinator regarding the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.).

- Helps plan and coordinate instructional and management use of district computers.
- Promotes the effective use of available technology in records management activities.
- Upholds computer technology acceptable use policies.
- Respects personal privacy.
- Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.).
- Intervenes and works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse as required by law.
- Supports and participates in school and student activities as time permits.
- Supports appropriate research and pilot projects.
- Identifies and recommends funding opportunities.
- Helps prepare grant proposals.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities Required:

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility:

Under the direction of the superintendent: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.

- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation:

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

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Revised: 1/17/2023

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: Director of Human Resources

File 123

Reports to: Assistant Superintendent

Job Objectives:

- Assists the assistant superintendent with the planning, organization, and operation of the school district.
- Oversee, supervise, and manage the department of Human Resources and all related responsibilities to maintain appropriate staffing, recruitment, selection, orientation, induction, and evaluation.
- Provides staff leadership.
- Supervises collective bargaining contract management and legal issues related to employment or employee benefits.
- Keeps the assistant superintendent informed about emerging issues.

Minimum Qualifications:

- Valid Ohio administrative license or certificate appropriate for the assignment
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Strong organizational, planning, and project management skills.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides staff leadership.
- Develops action plans for staff.
- Helps resolve problems.
- Supervises and directs the teacher residency program and coordinates the district's LPDC program.
- Manages, documents, recommends, and trains certified substitutes.
- Encourages recruitment of faculty and staff through various means, including participation in Job Fairs.
- Oversees the implementation of diversity and equity initiatives.
- Builds and participates in the district's Resident Educator Program.
- Reviews, implements, participates and updates district interview process.
- Participates as an active member of the district's management team in negotiations.
- Upholds board policies and follows administrative procedures.
- Addresses issues that arise during the absence of the assistant superintendent.
- Maintains visibility.
- Promotes a favorable image of the school district.
- Builds community partnerships that enhance district programs and services.
- Helps develop and implement the district's continuous improvement plan/strategic plan.
- Helps evaluate the ongoing relevance of board policies.
- Develops recommendations to update administrative procedures.

- Uses personal discretion to address emergency situations not covered by administrative procedures.
- Reports actions undertaken to the assistant superintendent.
- Serves as a liaison to residents, other school systems, institutions, and community organizations as directed.
- Works with the community to maintain a strong commitment of financial support.
- Maintains open and effective communications with staff, including contract language, onboarding, and dispute resolution.
- Participates in hearing/grievance processes (e.g., ADA, Section 504, Title IX, etc.).
- Administers the board-approved budget for assigned areas of responsibility.
- Helps staff resolve problems that impede student learning and/or participation in appropriate peer group activities.
- Administer policies related to the promotion, retention, and assignment of staff.
- Provides guidance, communicates high expectations, and shows an active interest in staff development.
- Maintains effective relationships with community services, including acting as a liaison with building Parent/Teacher Organizations.
- Maintains high standards and upholds the employee conduct code.
- Helps administrators with discipline and staff management issues.
- Prepares employee discipline recommendations for the superintendent's consideration.
- Coordinates staff selection and orientation processes.
- Expresses high expectations and monitors staff performance.
- Collaborates with supervisors to improve staff competencies.
- Supports opportunities for staff to develop new skills.
- Conducts staff evaluations.
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
- Promotes the effective use of available technology in records management activities.
- Upholds computer technology acceptable use policies.
- Respects personal privacy.
- Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety.
- Watches for employee behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.).
- Intervenes and works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse as required by law.
- Encourages parent organizations.
- Supports and participates in school and student activities as time permits.
- Supports appropriate research and pilot projects.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities Required:

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.

- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility:

Under the direction of the superintendent: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation:

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

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1/17/2023

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **Preschool/Early Childhood Program Supervisor** **File 124**

Reports to: Coordinator of Special Education

Job Objectives:

Administers the district's early childhood preschool program. Promotes an effective learning environment. Encourages program innovations. Promotes close working relationships with parents, students and staff. Keeps the Coordinator of Special Education and Assistant Superintendent informed about emerging issues in early childhood education.

Minimum Qualifications:

- Valid Ohio administrative license or certificate appropriate for assignments.
- Meets all mandated health requirements (e.g. a negative tuberculosis test, etc.)
- Documentation of clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Expertise in the identification, use/availability of educational options, and curricular materials that address the educational and developmental needs of program participants.
- Ability to organize community support for early childhood programming and student assimilation activities.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provide assistance to early childhood personnel in the provision of comprehensive early childhood delivery systems for young children, including the integration of education, health, social services and parent education components.
- Provide consultation and assistance, through observation and discussion, to assure continuity among evaluation data, the IEP and daily lessons.
- Provide assistance to early childhood personnel in the provision of developmentally and exceptionally appropriate practices for young children and acts as District Representative during evaluation and education plan meetings for all preschool students (including in and out-of-district placements).
- Coordinates referrals, evaluations/play-based assessments, and program placements.
- Assists teachers and administrators in meeting professional development requirements as they apply to early childhood personnel as outlined in proposed teacher education, Step up to Quality and licensure standards.
- Supervise the development of programs of staff and parental in-service learning.
- Collaborate with Head Start, the Early Intervention Collaborative, appropriate human service agencies and the Early Childhood Services Coordinator in the

provision of services to young children and their families as outlined in state level interagency agreements. Coordinates with Help Me Grow for Transition to Preschool Conferences (TPC) and home visits.

- Participate in long-term planning with appropriate personnel; these plans will be aligned with Step up to Quality guidelines and licensure standards in order to maintain the overall status and projection of early childhood programming.
- Complete unit allocation applications and reports, Preschool Grant Funds applications, and reports and Public Preschool grant applications and reports as required by the Division of Early Childhood. Ensures that all licensure and Step up to Quality timelines are met.
- Keep informed of timely research, studies and announcements to the public about the availability, components, and accomplishments of the early childhood program.
- Assist with the employment of certified and classified staff members.
- Evaluate and make contract recommendations for classified staff members.
- Perform any related duties as may be assigned by the Director of Special Education.

Abilities Required:

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility:

Under the direction of the Director of Student Services: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for results of duties to delegated staff.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings, student homes and/or work assignments.
- Duties may require prolonged use of computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.

- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation:

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

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