

**SCOTT COUNTY SCHOOL BOARD
REGULAR MEETING MINUTES, TUESDAY, AUGUST 7, 2012**

The Scott County School Board met in a regular meeting on Tuesday, August 7, 2012, in the School Board Office Conference Room in Gate City, Virginia, with the following members present:

James Kay Jessee, Chairman	<u>ABSENT:</u> None
William "Bill" R. Quillen, Jr., Vice Chairman	
Jeffrey "Jeff" A. Kegley	
Gail L. McConnell	
L. Stephen "Steve" Sallee, Jr.	
Herman "Kelly" Spivey, Jr.	

OTHERS PRESENT: John I. Ferguson, Superintendent; Will Sturgill, School Board Attorney; Jason Smith, Supervisor of Personnel/Middle Schools; Brenda P. Robinette, Supervisor of Special Education; Loretta Q. Page, Clerk Of The Board/Administrative Assistant/ Head Start Payroll & Invoice Clerk; K.C. Linkous, Deputy Clerk Of The Board/Human Resource Manager; Suzanne Goins, Virginia Professional Educators Representative; Justin Forrester, Scott County Education Association Representative; Robert Sallee, Supervisor of Building Services; Ramona Russell, Duffield Primary School Teaching Assistant; David Hartley, Heritage TV; Lisa McCarty, Scott County Virginia Star; Ronnie Godsey, Nancy Godsey, John Hamilton, Citizens; Lisa Taylor, Parent; Will Nolton & Dennis McFarlane, Comfort Systems USA (Bristol) Inc.; Melissa Trinkle and Mary Beth Vaughn, Gate City Middle School Teachers.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE: Chairman Jessee called the meeting to order at 6:30 p.m. He asked the audience to observe a moment of silence and then asked Mr. Kegley to lead in citing the *Pledge of Allegiance*.

CHANGES TO AGENDA/APPROVAL OF AGENDA: There being no changes to the agenda, Mr. Sallee made a motion to approve the agenda, seconded by Mr. Kegley, all members voting aye.

APPROVAL OF JULY 3, 2012 REGULAR MEETING MINUTES: On a motion by Mr. Kegley, seconded by Mr. Spivey, all members voting aye, the Board approved the Tuesday, July 3, 2012 Regular Meeting Minutes as submitted.

APPROVAL OF CLAIMS: On a motion by Mr. Spivey, seconded by Mr. Sallee, all members voting aye, the Board approved the following payroll and claims: School Operating Fund invoices & payroll in the amount of \$1,235,899.65 as shown by warrants #8104149-8104375 & electronic payroll direct deposit in the amount of \$1,103,197.97 & electronic payroll tax deposit \$459,988.32. Cafeteria Fund invoices & payroll in the amount of \$35,102.75 as shown by warrants #1014955-1014977 & electronic payroll direct deposit in the amount of \$23,024.21 & electronic payroll tax deposit \$9,306.95. Head Start invoices & payroll in the amount of \$35,559.40 as shown by warrants #10523-10569 (#10535 voided).

PRESENTATION – DENNIS MCFARLANE, PERFORMANCE CONTRACTING MANAGER: Mr. Dennis McFarlane, Performance Contracting Manager, Comfort Systems USA (Bristol), Inc., presented a performance contracting process overview.

How It Works – Audit process identifies energy conservation measures and finds a way to reduce energy costs (utilities, gas, coal, etc.) and the savings in utilities are used to pay for the upgrades.

Background – House Bill 1967, Energy and Operational Efficiency Performance-Based Contracting Act, was approved March 14, 2001 and revised April 1, 2012. Bill was introduced by Scott County native, Delegate Terry Kilgore. Pre-qualified group of Energy Services Companies (ESCO's), 20 on Virginia's approved list, which can be used by state agencies and public bodies. Projects usually range from 10-15 years but can range up to 20 years. Contract used extensively throughout the state (example: Lee, Wise, Tazewell, etc.).

Resources – Department of Mines, Minerals and Energy (Contract DEB20110611) (DMME web site: Virginia.Gov) provides assistance through the process if requested. Charlie Barksdale is the contracting manager. On performance contracting page is generated documentation for guidance through the process.

Selection Phase or Back Of The Envelope (BOE) – Initial cost is the time of personnel involved but there is no charge to the school system during the initial phase. Company hopes that they will get to do the work. A minimum of 4 approved companies would be invited to participate. A kick-off meeting held in which water, energy and maintenance history is provided. Selection of a group of schools to schedule tours—2 or 3 schools. Opportunities in facilities are provided and the function of what is had, identify energy measures, select a date for submission of findings, usually 3-5 weeks. Set up interviews, select one or more companies to negotiate with for technical energy phase. Point of decision, either select a partner or stop the process.

Technical Energy Audit Phase – Engineering and building modeling is required in order to place a fixed cost and guarantee savings for the project which is developed with ESCO. Memorandum of Understanding (MOU) is established for audit to be conducted and cost negotiated during selection phase and cost for the technical audit can be rolled into the project. Companies are held at 85% of estimated savings and 110% of the estimated cost is presented at BOE for the same scope of work. Energy baseline and measurement standards are developed and then a point of decision of proceeding with a contract or stopping the process and pay for the cost of the technical audit. 10 local school systems have used the process.

Financing – Municipal lease purchase and the importance of setting up the lease payments to begin at the completion of the project was pointed out. Local financing or direct purchase can be used and currently the finance rates are at an all-time low.

Construction Phase – ESCO becomes the construction and project manager. No change orders unless the owner makes a request. Progressive payments are made as work is completed. Minor work can be done while school is in session or after hours and major work can be completed during holiday breaks or the summer. ECM's are commissioned to deliver optimal performance and staff is trained on system maintenance and ECM sequences. At this time the construction rates are favorable.

Measurement & Verification – Agreement requires annual reconciliation of the guaranteed energy savings. Data is to support the savings being realized—measure & quantify. ESCO is responsible for any shortfall that may occur. Each ECM will have a measurement method to ensure the performance is being met. The international performance measurement and verification protocol has 4 types -Type A: Partially Measured Retrofit Isolation, Type B: Retrofit Isolation, Type C: Whole Facility, and Type D: Calibrated simulation.

Take-A-Ways – Owner has no upfront capitol cost. Project funding comes from the existing operating budget, must be cash neutral, energy savings guaranteed, contract allows buy down contributions for ECM's that cannot be entirely funding by savings, can use bundling effect of long and short term payback of items. Decision points built into process and it is a good use of taxpayer dollars. Detailed process and a recommendation made to speak to other school systems to get their experience with the process.

Mr. McFarlane answered a board member's questions regarding estimated audit costs, HVAC, project management, goals and deadlines.

PUBLIC COMMENTS: Lisa Taylor, Parent of Scott County Public Schools Student, expressed that parents should have been asked and given consideration when the two classrooms of students were combined at the Career & Technical Center and concern regarding the loss of a teacher and teaching assistant when combining the classes. She also expressed that cameras should be used in the classroom and pointed out that cameras are allowed to be used on school buses and hallways. She further commented that if ball games were held during the day it would save on electricity and maybe more of the older people with problems driving after night would be able to attend.

APPROVAL OF REVISED POLICY MANUAL FOR 2012-2013 SCHOOL YEAR: Superintendent Ferguson provided an opportunity for board member questions concerning revisions to the Policy Manual. There being none, he recommended approval of the Revised Policy Manual for the 2012-2013 school year as presented. On a motion by Mr. Quillen, seconded by Mr. Sallee, all members voting aye, the Board approved the Revised Policy Manual for the 2012-2013 school year as presented.

APPROVAL OF STUDENT/PARENT HANDBOOK AND CODE OF CONDUCT FOR 2012-2013 SCHOOL YEAR: Superintendent Ferguson provided an opportunity for board member questions concerning the changes to the Student/Parent Handbook and Code of Conduct. There being none, Superintendent Ferguson recommended approval as presented. On motion by Mr. McConnell, seconded by Mr. Kegley, all members voting aye, the Board approved the Student/Parent Handbook and Code of Conduct for the 2012-2013 school year as presented.

APPROVAL OF 2012-13 ALLOCATIONS (AUGUST 2012 1ST HALF): Superintendent Ferguson explained that allocations to the schools for the 2nd half would be presented in January 2013. On the recommendation of Superintendent Ferguson and on a motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board approved the 2012-13 Allocations (August 2012 1st Half) as follows:

SCHOOL	COPIERS	REM./INS	LIBRARY	BUS/TECH	FAM SCI	BAND	CUSTODIAL	TOTAL
DPS	2,940.00	4,900.00	420.00				5,600.00	13,860.00
DIS	2,000.00	1,190.00	102.00				1,360.00	4,652.00
FBPS	2,000.00	1,347.50	115.50				1,540.00	5,003.00
HES	1,638.00	2,730.00	234.00				3,120.00	7,722.00
NES	2,583.00	4,305.00	369.00				4,920.00	12,177.00
RCI	1,953.00	3,255.00	279.00				3,720.00	9,207.00
SES	5,334.00	8,890.00	762.00				10,160.00	25,146.00
WCES	3,517.50	5,862.50	502.50				6,700.00	16,582.50
YES	2,100.00	3,500.00	300.00				4,000.00	9,900.00
GCMS	5,060.00	8,855.00	759.00	500.00		2,500.00	10,120.00	27,794.00
GCHS	5,230.00	9,152.50	784.50	1,125.00	1,250.00	5,500.00	10,460.00	33,502.00
TSHS	2,950.00	5,162.50	442.50	1,000.00	750.00	3,750.00	5,900.00	19,955.00
RCHS	2,710.00	4,742.50	406.50	1,000.00	750.00	3,750.00	5,420.00	18,779.00
SCCTC	1,375.00	25,000.00					5,250.00	31,625.00
TOTAL	41,390.50	88,892.50	5,476.50	3,625.00	2,750.00	15,500.00	78,270.00	235,904.50

REPORT ON SURPLUS SALE: Superintendent Ferguson reported that 51 registered for the surplus sale held on July 14, 2012 and the sales amount was \$5,627.00. He informed board members that the sale went smoothly and, if any members have questions on specific items sold, a detailed listing is available.

RECOGNITION OF YUMA ELEMENTARY SCHOOL PARTICIPATION IN AMERICAN HEART ASSOCIATION'S JUMP ROPE FOR HEART AND HOOPS FOR HEART: Superintendent Ferguson recognized and expressed pride in the accomplishment of Yuma Elementary School's participation in the American Heart Association's Jump Rope for Heart and Hoops for Heart community service event this past school year. Yuma Elementary School ranked #21 in the total amount raised to benefit the American Heart Association in Carolyn Johnson's (Youth Market Director) territory. Yuma ranked 21 out of 173 schools registered in 28 counties (26 Tennessee and 2 Virginia).

COOPERATION AGREEMENT BETWEEN SCOTT COUNTY BOARD OF SUPERVISORS AND SCOTT COUNTY SCHOOL BOARD – NICKELSVILLE AREA RECREATION ASSOCIATION – KEITH MEMORIAL PARK: Superintendent Ferguson presented the Cooperation Agreement between Scott County Board of Supervisors and Scott County School Board concerning the use of the baseball field at Keith Memorial Park which was approved by the Scott County Board of Supervisors. He provided an opportunity to answer

questions and for board members to express any concerns. Will Sturgill, School Board Attorney, expressed agreement with the cooperation agreement as presented. On a motion by Mr. McConnell, seconded by Mr. Spivey, all members voting aye, the Board approved the Cooperation Agreement between Scott County Board of Supervisors and Scott County School Board - Nickelsville Area Recreation Association - Keith Memorial Park as presented:

COOPERATION AGREEMENT
BETWEEN
SCOTT COUNTY BOARD OF SUPERVISORS
AND
SCOTT COUNTY SCHOOL BOARD

Scott County, Virginia

This agreement, made and entered into this 7th day of August, 2012 by and between the Scott County Board of Supervisors, hereinafter called "County," and the Scott County School Board, hereinafter called "School Board."

WITNESSETH:

*WHEREAS, the County owns Keith Memorial Park in Nickelsville, Virginia, and,
WHEREAS, the baseball field located in Keith Memorial Park was built primarily for use by county high schools for regulation baseball; and,*

WHEREAS, Twin Springs High School currently uses the baseball field located in Keith Memorial Park for regulation high school baseball; and,

WHEREAS, the County and School Board are mutually interested in a successful baseball program and quality facilities for all county high schools; and,

WHEREAS, in the interest of adding the least possible expenditure of public funds, full cooperation between the County and the School Board is necessary.

NOW THEREFORE, in consideration of the foregoing, the County and the School Board do now agree to cooperate with each other in carrying out the above-stated purpose, and to that end, agree as follows:

- 1. The County agrees that from February through June of each year that a county high school(s), determined by the School Board, has (have) exclusive rights to the baseball field at Keith Memorial Park and shall submit their schedule(s) for use to the Director of Parks and Recreation and the Nickelsville Area Recreation Association; and if other groups wish to use the field for regulation baseball from February through June, they shall seek permission of use and schedule the time with the Director of Parks and Recreation and/or the Nickelsville Area Recreation Association Chairman, either of whom will coordinate with the principal of any high school that has been designated as having exclusive rights to use the field during the said time period.*
- 2. Maintenance of the Field – During the months of assigned use (February through June), the School Board agrees to maintain the field for regulation baseball play at its own cost and at no cost to the County. The County shall be responsible for maintenance of the field from July to January of each year.*
- 3. It is further agreed that plans and specifications for placement of any fixtures and physical changes upon said premises, as well as the type, design, and construction thereof, shall be approved by the County's Director of Public Works and/or County Administrator. The Nickelsville Area Recreation Association Board of Directors shall be notified of such changes and included in discussions of the changes before said approval.*
- 4. It is further agreed that maintaining said improved areas shall be the responsibility of the School Board as long as any county high school uses said field exclusively as the high school baseball field. County high schools shall have exclusive use of the improved areas so long as the School Board is responsible for maintaining said improved areas.*
- 5. It is further agreed that any permanent improvements or fixtures installed or erected on said premises by the School Board and/or any county high school baseball team and/or their supporters shall remain the property of the County and will remain a part of the property.*

6. *The School Board agrees to annually provide a copy of its liability insurance policy with coverage of \$1,000,000 should an accident or other such incident occur while the property is in use by a county high school baseball team.*
7. *The School Board agrees that from July through January other organized groups wishing to use the field for regulation baseball can schedule the site through the County's Recreation Department, which will require each group to abide by the County's facility use rules (copy attached). If after the use by an organized group there appears any evidence of damage or vandalism, the group shall be responsible for all damages and will not be allowed to use the field again until damages/restitution is settled.*
8. *The School Board agrees that it will provide adequate personnel to supervise the baseball activities that take place for high school baseball events at this site; and that any discussion/questions as to the use of the facility will include the County's Director of Parks and Recreation and/or the Nickelsville Area Recreation Association Board of Directors.*
9. *It is further agreed that in the event of any dispute or difference arising as a result of any county high school using said facility as a baseball field that said dispute or difference shall be appealed to and arbitrated by the Scott County Board of Supervisors.*
10. *It is further understood and agreed that either party to this agreement may at any time terminate this agreement upon giving in writing to the other party thirty (30) days' notice of its intention to terminate same.*

IN WITNESS WHEREOF, and pursuant to the authority granted by duly enacted resolutions, the parties hereto have caused this Agreement to be executed on their behalf.

SCOTT COUNTY BOARD OF SUPERVISORS

By: _____
Chairman

ATTEST: _____
Clerk

SCOTT COUNTY SCHOOL BOARD

By: _____
Chairman

ATTEST: _____
Clerk

BUILDING SERVICES UPDATE: Mr. Robert Sallee, Supervisor of Building Services, presented a Building Services Update covering a few of the jobs completed during July. He reported that maintenance personnel have been busy with quite a few projects and some will take five or six more days to complete—a lot of jobs going on that they are trying to get done before the kids get back in school.

CLOSED MEETING: Mr. Sallee made a motion to enter into a closed meeting at 7:17 p.m. to discuss teachers, coaches, secretaries, bus drivers, cafeteria employees and central office staff as provided in Section 2.2-3711A (1) of the Code of Virginia, as amended; motion was seconded by Mr. Quillen, all members voting aye.

RETURN FROM CLOSED MEETING: All members returned from closed meeting at 8:17 p.m. and Mr. Sallee made a motion to return to regular session and certify the closed meeting, motion was seconded by Mr. Spivey, Mr. Sallee cited the following certification of the closed meeting:

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Scott County School Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires certification by this Scott County School Board that such meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Scott County School Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Scott County School Board in the closed meeting.

ROLL CALL VOTE

Ayes: James K. Jesse, Jeff Kegley, Gail McConnell, Bill Quillen, Steve Sallee, Kelly Spivey

Nays: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

CRISIS PLANS: Jason M. Smith, Director of Personnel/Middle Schools, reported that the crisis plans are available for board member review.

APPROVAL OF AMENDED TEACHER EVALUATION MODEL: Jason Smith, Supervisor of Personnel/Middle Schools, reported that the new ESEA guidelines require that Standard 7: Student Achievement be 40% of a teacher's evaluation and that the current model is set at 25%. He explained that information received from the Virginia Department of Education stated that this was recently made a requirement through Virginia's ESEA Flexibility Plan approved by USED in late June. He explained the two options available: remain as currently written in the model and write a corrective action plan detailing how the 40% requirement will be implemented by July 1, 2013; or, change the model percentages as follows to be compliance with the Department of Education regulations, which he explained is his recommendation:

- Performance Standard 1: Professional Knowledge : 10%
- Performance Standard 2: Instructional Planning: 10%
- Performance Standard 3: Instructional Delivery: 10%
- Performance Standard 4: Assessment of and for Student Learning: 10%
- Performance Standard 5: Learning Environment: 10%
- Performance Standard 6: Professionalism: 10%
- Performance Standard 7: Student Academic Progress: 40%

Mr. Smith reported that the committee did a good job working on the model but explained that he did not think it was the best policy to have to write a corrective action plan and recommended amending the current model to be in compliance with the VDOE regulations. He provided an opportunity to answer any questions. On the recommendation of Mr. Smith and on a motion by Mr. Quillen, seconded by Mr. Spivey, all members voting aye, the Board approved the amended model with performance standards percentages as presented.

APPROVAL OF JOB DESCRIPTIONS: Mr. Jason Smith, Supervisor of Personnel/Middle Schools, reported that, as the Board was informed at previous meetings, the school division has used the VSBA guidelines, examples from surrounding school divisions, what is thought best for current employees and given consideration toward those employed in the future when getting job descriptions in place. He presented six job descriptions for approval as follows: Elementary/Intermediate School Principal, Middle/High School Principal, Assistant Principal, Occupational Therapist, Physical Therapist, and Board Certified Behavioral Specialist. He also reported that the plans are to place all the job descriptions online for availability to the employees. On a motion by Mr. McConnell, seconded by Mr. Kegley, all members voting aye, the Board approved job descriptions as follows:

Elementary/Intermediate Principal

Reports to: Supervisor of Elementary Education
Supervisor of Middle Education

FLSA Status: Exempt

SUMMARY:

Supervises instruction and curriculum development; and functions as building manager, instructional leader, school climate leader, staff developer, and school/community relations specialist.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assumes responsibility for the organization, administration, and supervision of the instructional program within the school;
- Employs various processes for gathering, analyzing, and using data for decision-making;
- Conducts studies, surveys, research, etc., as directed by the Division Superintendent of Schools for the betterment of the instructional program within the school;
- Develops and implements a school improvement plan that results in increased student learning;
- Involves the community and school staff in the preparation and implementation of an annual school plan, which shall be approved by the Superintendent;
- Plans, implements, supports, and assesses instructional programs that enhance teaching and student achievement of the Standards of Learning;
- Develops plans for effective allocation of fiscal and other resources;
- Assumes responsibility for all funds collected, internal accounting, and preparing monthly financial statements as required by the School Board;
- Communicates a clear vision of excellence and continuous improvement consistent with the goals of the school division;
- Oversees the identification and placement of students with disabilities under IDEA and 504 regulations;
- Ensures students with disabilities have access to general education curriculum and extra-curricular activities;
- Ensures collaboration between teachers including classroom and special education teachers;
- Ensures that IEPs meet the individual needs of the students to include:
 - Present level of performance
 - Least restrictive placement
 - Goals and objectives
 - Recommendations and modifications
 - Related services
 - Participation with non-disabled peers
 - Frequency, location, and duration
 - Transition and Age of Majority

JOB DESCRIPTION
Scott County Schools

- Ensures that staff members design coherent instruction based upon knowledge of subject matter, current instructional practices, students, the community, and curriculum goals;
- Ensures that staff members plan instruction to achieve desired objectives that reflect the Virginia Standards of Learning and division curriculum guidelines;
- Supervises the alignment, coordination, and delivery of assigned programs and/or curricular areas;
- Provides for the evaluation of the school staff in compliance with policies prescribed by the Scott County School Board;
- Visits the classrooms frequently to observe first-hand the instructional methods, materials, and procedures used by teachers;
- Assumes responsibility for assisting in interviewing and making recommendations to the Personnel Supervisor for staffing of all school personnel;
- Provides staff development programs consistent with program evaluation results and school instructional improvement plans;
- Identifies, analyzes, and resolves problems using effective problem-solving techniques;
- Coordinates the daily operation of the assigned area of responsibility;
- Manages human, material, and financial resources to ensure student learning and to comply with legal mandates;
- Interprets School Board, State Board of Education and Virginia School Law rules and regulations to staff;
- Demonstrates effective organizational skills to achieve school, community, and division goals;
- Promotes effective communication and interpersonal relations with student, staff, parents and community members;
- Works collaboratively with staff, families, and community members to secure resources and to support the success of a diverse population;
- Models professional, moral, and ethical standards as well as personal integrity in all interactions;
- Works in a collegial and collaborative manner with other administrators, school personnel, and the community to promote and support the mission and goals of the school division;
- Takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning;
- Provides service to the profession, the division, and the community;
- Advises teachers regarding instruction, classroom management, and student discipline;
- Implements a discipline policy that fosters a safe and positive environment for all students and staff;
- Ensures the adequate supervision of students;
- Establishes and maintains rapport with students, school personnel, parents, and community members;
- Motivates students and school personnel to achieve maximum potential;
- Ensures that instructional time is protected from interruptions and intrusions;

JOB DESCRIPTION
Scott County Schools

- Ensures that instructional materials and equipment are used to provide learning experiences that are compatible with the educational needs of the students;
- Holds regular faculty meetings and maintains effective communication with all school personnel;
- Encourages staff to take advantage of professional growth opportunities by assuming responsibility for a program of in-service training and staff development;
- Maintains sensitivity to individual personal staff situations/problems;
- Takes major responsibility for creating an effective environment for learning;
- Assigns all staff in the school to such duties, and activities as are necessary for the efficient operation of the school;
- Oversees that all staff members keep and submit accurate and up-to-date records, as required;
- Assumes responsibility for assigning faculty member(s) to supervise the loading and unloading of school buses and parent pick-up and drop-off station(s);
- Maintains and ensures the security of student records according to local, state, and federal guidelines;
- Maintains the attractiveness of building and grounds, reports needed repairs to the maintenance department;
- Coordinates the planning and implementing of the school budget;
- Arranges special events and prepares communications that help to interpret the school's programs to the parents and the community;
- Responds to needs and concerns of parents and other community members or agencies;
- Reviews requests and grants permission for the use of school buildings by community groups;
- Assumes responsibility for the supervision of students during the school day, while being transported to and from school, on school trips and during any activity or function sponsored by the school and attended by students;
- Makes a careful daily check of student absences and requires an excuse following each absence;
- Administers school rules and regulations which conform to the regulations of the County School Board of Scott County and the State Board of Education;
- Uses the resources of the community and involves parents and citizens in:
 - Evaluating the school program
 - Volunteer services in the school
 - Programs of supplemental instruction or enrichment;
- Coordinates the safe and efficient utilization of the school facilities for instructional, extracurricular, and community activities;
- Analyzes data on student achievement;
- Serves as a member of such committees and attends such meetings as the Superintendent shall direct;
- Creates a supportive learning environment for all students that encourages social interaction, active engagement in learning, and self-motivation;

JOB DESCRIPTION
Scott County Schools

- Takes all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities;
- Coordinates the safe and efficient utilization of the school facilities for instructional, extracurricular, and community activities;
- Contacts parents immediately, or as soon as reasonably possible, in the event of an accident, serious illness, or other matter pertaining to the general welfare of the student;
- Ensures the maintenance of accurate financial records and provides for the receipt of all funds in accordance with state accounting procedures;
- Conducts fund raising activities in accordance with School Board regulations;
- Maintains school handbook of policies and procedures, including: the school division's standards of student conduct and enforcement procedures, along with matters of interest to parents and students;
- Complies with and supports school and division regulations and policies;
- Communicates with students, student counselors, and parents through conferences and other means;
- Recognizes and rewards students' academic and/or conduct achievements;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Demonstrates non-discriminatory practices in all activities;
- Performs related duties as assigned by the Superintendent of Schools in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of elementary and special education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching and administration; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students, parents, and community members.

EDUCATION AND/OR EXPERIENCE:

Candidate must be a graduate of an accredited college or university. Candidates must possess or be eligible for a Postgraduate Professional License with endorsement as an Elementary Principal or Administration/Supervision K-12.

JOB DESCRIPTION
Scott County Schools

PHYSICAL DEMANDS:

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

Duties performed typically in school settings to include: school office, classroom, gym, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular contact with special needs children is necessary. Regular contact with staff members, students, parents, and community members is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

Middle or High School Principal

Reports to: Supervisor of Middle Schools or
Supervisor of Secondary Education

FLSA Status: Exempt

SUMMARY:

Supervises instruction and curriculum development; and functions as building manager, instructional leader, school climate leader, staff developer, and school/community relations specialist.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assumes responsibility for the organization, administration, and supervision of the instructional program within the school;
- Employs various processes for gathering, analyzing, and using data for decision-making;
- Conducts studies, surveys, research, etc., as directed by the Division Superintendent of Schools for the betterment of the instructional program within the school;
- Develops and implements a school improvement plan that results in increased student learning;
- Involves the community and school staff in the preparation and implementation of an annual school plan, which shall be approved by the Superintendent;
- Plans, implements, supports, and assesses instructional programs that enhance teaching and student achievement of the Standards of Learning;
- Develops plans for effective allocation of fiscal and other resources;
- Assumes responsibility for all funds collected, internal accounting, and preparing monthly financial statements as required by the School Board;
- Communicates a clear vision of excellence and continuous improvement consistent with the goals of the school division;
- Oversees the identification and placement of students with disabilities under IDEA and 504 regulations;
- Ensures students with disabilities have access to general education curriculum and extra-curricular activities;
- Ensures collaboration between teachers including classroom and special education teachers;
- Ensures that IEPs meet the individual needs of the students to include:
 - Present level of performance
 - Least restrictive placement
 - Goals and objectives
 - Recommendations and modifications
 - Related services
 - Participation with non-disabled peers

JOB DESCRIPTION
Scott County Schools

- Frequency, location, and duration
- Transition and Age of Majority
- Ensures that staff members design coherent instruction based upon knowledge of subject matter, current instructional practices, students, the community, and curriculum goals;
- Ensures that staff members plan instruction to achieve desired objectives that reflect the Virginia Standards of Learning and division curriculum guidelines;
- Supervises the alignment, coordination and delivery of assigned programs and/or curricular areas;
- Provides for the evaluation of the school staff in compliance with policies prescribed by the Scott County School Board;
- Visits the classrooms frequently to observe first-hand the instructional methods, materials, and procedures used by teachers;
- Assumes responsibility for assisting in interviewing, and making recommendations to the Supervisor of Personnel for staffing of all school personnel;
- Provides staff development programs consistent with program evaluation results and school instructional improvement plans;
- Identifies, analyzes, and resolves problems using effective problem-solving techniques;
- Coordinates the daily operation of the assigned area of responsibility;
- Manages human, material, and financial resources to ensure student learning and to comply with legal mandates;
- Interprets School Board, State Board of Education and Virginia School Law rules and regulations to staff;
- Demonstrates effective organizational skills to achieve school, community, and division goals;
- Promotes effective communication and interpersonal relations with student, staff, parents and community members;
- Works collaboratively with staff, families, and community members to secure resources and to support the success of a diverse population;
- Models professional, moral, and ethical standards as well as personal integrity in all interactions;
- Works in a collegial and collaborative manner with other administrators, school personnel, and the community to promote and support the mission and goals of the school division;
- Takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning;
- Provides service to the profession, the division, and the community;
- Advises teachers regarding instruction, classroom management, and student discipline;
- Implements a discipline policy that fosters a safe and positive environment for all students and staff;
- Ensures the adequate supervision of students;
- Establishes and maintains rapport with students, school personnel, parents, and community members;
- Motivates students and school personnel to achieve maximum potential;

JOB DESCRIPTION
Scott County Schools

- Ensures that instructional time is protected from interruptions and intrusions;
- Ensures that instructional materials and equipment are used to provide learning experiences that are compatible with the educational needs of the students;
- Holds regular faculty meetings and maintains effective communication with all school personnel;
- Encourages staff to take advantage of professional growth opportunities by assuming responsibility for a program of in-service training and staff development;
- Maintains sensitivity to individual personal staff situations/problems;
- Takes major responsibility for creating an effective environment for learning;
- Assigns all staff in the school to such duties, and activities as are necessary for the efficient operation of the school;
- Oversees that all staff members keep and submit accurate and up-to-date records, as required;
- Assumes responsibility for assigning faculty member(s) to supervise the loading and unloading of school buses, parent pick-up and drop-off station(s) and ensures the security of the student parking lot(s);
- Maintains and ensures the security of student records according to local, state, and federal guidelines;
- Maintains the attractiveness of building and grounds, reports needed repairs to the maintenance department;
- Coordinates the planning and implementing of the school budget;
- Ensures the maintenance of accurate financial records and provides for the receipt of all funds in accordance with state accounting procedures, including extracurricular activity funds;
- Arranges special events and prepares communications that help to interpret the school's programs to the parents and the community;
- Responds to needs and concerns of parents and other community members or agencies;
- Reviews requests and grants permission for the use of school buildings by community groups;
- Assumes responsibility for the supervision of students during the school day, while being transported to and from school, on school trips and during any activity or function sponsored by the school and attended by students;
- Makes a careful daily check of student absences and requires an excuse following each absence;
- Administers school rules and regulations which conform to the regulations of the County School Board of Scott County and the State Board of Education;
- Coordinates with the Athletic Director on staffing, supervising, and scheduling of all athletic events;
- In conjunction with the Athletic Director, makes recommendations for athletic and extra-curricular coaches/sponsors;
- Coordinates with extra-curricular sponsors/coaches on supervising, coverage, and scheduling of all extra-curricular activities;
- Recognizes and rewards students' academic, extra-curricular, and/or conduct achievements;
- Confers with individual students and student groups;

JOB DESCRIPTION
Scott County Schools

- Assumes responsibility of assigning administrative coverage/attendance for all student activities and events;
- Coordinates the safe and efficient utilization of the school facilities for instructional, extracurricular, and community activities;
- Analyzes data on student achievement;
- Uses the resources of the community and involves parents and citizens in:
 - Evaluating the school program
 - Volunteer services in the school
 - Programs of supplemental instruction or enrichment;
- Serves as a member of such committees and attends such meetings as the superintendent shall direct;
- Creates a supportive learning environment for all students that encourages social interaction, active engagement in learning, and self-motivation;
- Takes all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities;
- Contacts parents immediately, or as soon as reasonably possible, in the event of an accident, serious illness, or other matter pertaining to the general welfare of the student;
- Conducts fund raising activities in accordance with School Board regulations;
- Maintains school handbook of policies and procedures, including: the school division's standards of student conduct and enforcement procedures, along with matters of interest to parents and students;
- Complies with and supports school and division regulations and policies;
- Communicates with students, student counselors, resource officers, and parents through conferences and other means;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Demonstrates non-discriminatory practices in all activities;
- Performs related duties as assigned by the Superintendent of Schools in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of secondary and special education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching and administration; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students' parents, and community members.

JOB DESCRIPTION
Scott County Schools

EDUCATION AND/OR EXPERIENCE:

Candidate must be a graduate of an accredited college or university. Candidates must possess or be eligible for a Postgraduate Professional License with endorsement as a High School Principal or Administration/Supervision K-12.

PHYSICAL DEMANDS:

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

Duties performed typically in school settings to include: school office, classrooms, gym, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular contact with special needs children is necessary. Regular contact with staff members, students, parents, and community members is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

Assistant Principal

Reports to: Principal

FLSA Status: Exempt

SUMMARY:

Assist in the administration of all aspects of the total school program for Scott County Schools by providing educational leadership for students and staff consistent with division goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conducting instructional supervision and evaluation including classroom and teaching observations for assigned areas;
- Implements curriculum and educational objectives consistent with goals;
- Develops an efficient system for student and program appraisal, recommending changes as needed to meet student needs;
- Advises teachers regarding instruction, classroom management, and student discipline;
- Evaluates grading procedures and student progress with members of the staff;
- Assists teachers in planning field trips and using community resources;
- Provides leadership in initiating in-service programs and organizational improvements;
- Provides a climate conducive to effective communications through the use of faculty meetings, committees, and individual conferences;
- Coordinates the use of subject matter specialists, resource teachers, and other resource personnel;
- Assists the principal in coordinating and administering pupil personnel services and maintaining high expectations for daily operations:
- Maintains effective discipline and fosters a safe and positive environment for all students and staff;
- Ensures the adequate supervision of students;
- Coordinates and supervises student activities and events including before/after school activities, as requested;
- Coordinates services to students such as guidance, health, and special education;
- Participates in eligibility meetings;
- Ensures that all staff members keep and submit accurate and up-to-date records, as required;
- Maintains school rules and regulations which conform to the regulations of the County School Board of Scott County and the State Board of Education;
- Assists in school scheduling;
- Assists the principals in administering staff personnel procedures in accordance with approved policies and procedures;

JOB DESCRIPTION
Scott County Schools

- Contacts substitute employees as needed;
- Completes required reports;
- Promotes a healthy and safe work environment;
- Develops and participates in staff development and in-service training programs for all staff;
- Assists the principal in administering the financial and building needs of the school;
- Establishes building maintenance schedules and evaluating their effectiveness;
- Maintains furniture and equipment inventories;
- Supervises the use of the school and grounds by all agencies and/or organizations;
- Orders necessary instructional materials, textbooks, equipment, and analyzing the usage of such materials in conjunction with the principal;
- Maintains the attractiveness of building and grounds, reports needed repairs to the maintenance department and/or building principal;
- Assists the principal in establishing and maintaining an effective school/community relations program;
- Communicates with parents by means of school programs, letters, telephone and personal contact;
- Participates in the activities of the Parent/Teacher Organization;
- Promotes effective communication and interpersonal relations with students, staff, parents, and community members;
- Works collaboratively with staff, families, and community members to secure resources and to support the success of a diverse population;
- Models professional, moral, and ethical standards as well as personal integrity in all interactions;
- Works in a collegial and collaborative manner with other administrators, school personnel, and the community to promote and support the mission and goals of the school division;
- Meets with parent and community groups;
- Establishes and maintains rapport with students, school personnel, parents, and community members;
- Communicates and interprets school division policies, procedures, and regulations, as requested;
- Assists the principal in developing and evaluating an annual school plan, assuring its coordination with division-wide goals;
- Employs various processes for gathering, analyzing, and using data for decision-making;
- Identifies, analyzes, and resolves problems using effective problem-solving techniques;
- Provides service to the profession, the division, and the community;
- Contacts parents immediately, or as soon as reasonably possible, in the event of an accident serious illness, or other matter pertaining to the general welfare of the student as directed;
- Complies with and supports school and division regulations and policies;
- Takes all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;

JOB DESCRIPTION
Scott County Schools

- Models non-discriminatory practices in all activities;
- Performs related duties as assigned by the building principal in accordance with the school/system policies.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the elementary and/or secondary education and special education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching and administration; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students, parents, and community members.

EDUCATION AND/OR EXPERIENCE:

Candidate must be a graduate of an accredited college or university. Candidates must possess or be eligible for a Postgraduate Professional License with endorsement as a Principal or Administration/Supervision K-12.

PHYSICAL DEMANDS/REQUIREMENTS:

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

Duties performed typically in school settings to include: school office, classrooms, gym, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular contact with special needs children is necessary. Regular contact with staff members, students, parents, and community members is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

JOB DESCRIPTION
Scott County Schools

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

Occupational Therapist

Reports to: Supervisor of Special Education

FLSA Status: Exempt

SUMMARY:

Performs professional services to students in assessment, planning, and goal development; and provides appropriate intervention services designed to enhance student potential for learning. Assists students in acquiring those performance skills needed to participate in and benefit from the educational environment, and to function independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Carries out assessment and evaluation procedures;
- Tests, evaluates, and analyzes medical data to determine intervention goals that are educationally relevant and will be used in the students' educational programs;
- Improves skills such as:
 - ◆ Decision making
 - ◆ Reasoning
 - ◆ Problem solving
 - ◆ Sequencing
 - ◆ Coordination
 - ◆ Perceptual
 - ◆ Memory
- Establishes a system of documentation that is professional, efficient, and accountable and that conforms to state and school division policy;
- Develops treatment plans;
- Completes and maintains necessary records;
- Obtains physician's orders for assessments;
- Evaluates patient progress;
- Selects activities that will help students learn life- management skills within their mental and physical capabilities;
- Assists in the development of IEPs;
- Maintains and is accountable for inventory of equipment and supplies;
- Communicates results of evaluations and reports occupational therapy services to the educational staff, parents, students, and, when appropriate, other professionals and agencies concerned with the students;
- Attends staffing and other school meetings when appropriate;
- Facilitates in-service education and professional development for staff;

JOB DESCRIPTION
Scott County Schools

- Monitors the occupational therapy program goals by collaborating with other professionals and teaching assistants who are involved with the implementation of the intervention procedures;
- Provides consultation to the educational system regarding student needs, professional needs, and system needs in order for the system to achieve its goals and objectives;
- Provides reassessments of students focusing on areas of need at intervals determined to be educationally relevant;
- Communicates the needs of occupational therapy programs to the appropriate supervising school administrator;
- Maintains documentation for Medicaid billing;
- Consults with OTA to review progress of students;
- Assist students to perform various educational tasks:
 - ◆ Holding a pencil or utensil
 - ◆ Writing
 - ◆ Using a computer
 - ◆ Dressing
 - ◆ Eating
 - ◆ Exercising
- Prepare IEPs, schedule and coordinate services and staff;
- Review IEPs, evaluation, assessment and progress reports;
- Takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Assist with modification of school tasks to accommodate the needs of students;
- Performs other duties as assigned by administration.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of principles, practices and procedures of specialty area; thorough knowledge of the principles and methodology of providing effective therapy for special needs students; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with other staff, students and parents.

EDUCATION AND/OR EXPERIENCE:

Graduation from a baccalaureate educational program accredited by the American Medical Association and the American Occupational Therapy Association. Certified in the State of Virginia.

JOB DESCRIPTION
Scott County Schools

PHYSICAL DEMANDS:

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

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

Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

Physical Therapist

Reports to: Supervisor of Special Education

FLSA Status: Exempt

SUMMARY:

Responsible for providing physical therapy services to students and collaborating about student mobility, posture and gross motor skills in the school environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Evaluate special needs of students, designing and implementing appropriate physical therapies;
- Reviews physician's referral and medical records to determine diagnosis and treatment;
- Obtains physician's orders for treatment;
- Develops appropriate educational goals;
- Assists with functional exercises and stretches;
- Improves motion, flexibility, and endurance;
- Dictates appropriate activities in PE classes and appropriate use of ice and heat compresses;
- Provides parental training as necessary;
- Provides mobility training, balance, and coordination training;
- Recommends appropriate equipment and teaches appropriate use of equipment;
- Prepare and maintain appropriate physical therapy records;
- Provides educational information about physical therapy and community resources and services;
- Consult with classroom teachers, parents and school personnel regarding special needs student(s);
- Evaluate children's needs, identifying those requiring physical therapy services;
- Attend IEP meetings and coordinates services and staff;
- Supervise physical therapy assistants and students;
- Coordinate students' programs to maximize learning;
- Assist with modification of school tasks to accommodate the needs of students;
- Provide direct student instruction as needed;
- Maintains documentation for Medicaid billing;
- Review IEPs, evaluation, assessment and progress reports;
- Order appropriate equipment for school treatment areas;
- Models non-discriminatory practices in all activities;
- Complies with and supports school and division regulations and policies;

JOB DESCRIPTION
Scott County Schools

- Takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning;
- Performs other duties as assigned by administration.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of principles, practices and procedures of specialty area; thorough knowledge of the principles and methodology of providing effective physical therapy for special needs students; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with other staff, students and parents.

EDUCATION AND/OR EXPERIENCE:

Bachelor's Degree in physical therapy and experience as a physical therapist preferred. Certified in the State of Virginia. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stand, talk, and hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

JOB DESCRIPTION
Scott County Schools

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

JOB DESCRIPTION
Scott County Schools

Board Certified Behavioral Analyst

Reports to: Supervisor of Special Education

FLSA Status: Exempt

SUMMARY:

The Board Certified Behavioral Analyst (BCBA) will provide highly advanced behavioral analysis services in PreK-12 environment for students with developmental disabilities, intellectual disabilities, and challenging behaviors. The Board Certified Behavioral Analyst will provide consultation to teachers regarding behavior analysis for students in the PreK-12 environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform observations and assessments relevant to the design of positive interventions and supports for children;
- Define interventions designed for students so that the changes to be achieved are measurable;
- Develop and recommend the goals of behavior change for children;
- Implement scientifically research based interventions;
- Conduct comprehensive functional behavior assessments, develop written reports of results of such assessments, and develop or assist in behavior intervention plans for children;
- Systematically evaluate the consistent implementation of student behavior intervention plans through personal observation, staff consultation, and review of progress monitoring;
- Provide professional learning opportunities in a variety of areas related to positive behavior intervention plans through personal observation, staff consultation, functional behavior assessments, review of progress monitoring, and emergency behavioral interventions;
- To provide expertise and training in appropriate curriculum, instruction, classroom management and intervention techniques;
- Provide parent, teacher, paraprofessional, etc. trainings;
- Administer county approved assessments;
- Develop ABA programs for children with autism and other disabilities:
 - ◆ Reinforcement
 - ◆ Consequences
 - ◆ Discrete Trials
 - ◆ Teaching new skills
 - ◆ Prompting
 - ◆ Errorless learning
 - ◆ Discrimination training
 - ◆ Maintenance
- Collect and analyze data;

JOB DESCRIPTION
Scott County Schools

- Write programs for children with autism to assist in teaching skill deficits, maintaining acquired skills, teaching self-help skills, and develop social skills;
- Train caregivers to implement the procedures developed for individual child;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps skills up-to-date;
- Maintain knowledge of applicable laws and regulations at the federal, state, and local level;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Other duties as assigned in accordance with the county's policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

The BCBA must have excellent reasoning, analytical and communication skills. A strong attention to detail, patience, and perseverance are paramount, but it is also important to be an empathetic, emotionally stable leader. The BCBA should have restraint training.

EDUCATION AND/OR EXPERIENCE:

Must have a Master's degree in Psychology or related discipline and hold licensure with the Behavior Analyst Certification Board.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stand, talk, and hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 150 pounds and have the ability to exert up to 50 pounds of force to push, pull, or move objects. The employee may be required to restrain individuals who may harm themselves and/or others. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

JOB DESCRIPTION
Scott County Schools

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

RECOGNITION OF MELISSA TRINKLE AND MARY BETH VAUGHN (GATE CITY MIDDLE SCHOOL TEACHERS) EASTMAN SCHOLARS MATHLETES: Jason Smith, Supervisor of Personnel/Middle Schools, recognized two fantastic teachers, Melissa Trinkle and Mary Beth Vaughn, Gate City Middle School Teachers, for their participation in Eastman Scholars Mathletes training this summer. He congratulated the teachers on their grant awards, \$700 per teacher, for supplies for their classrooms. He commented he hopes they will be ambassadors and, hopefully, get others interested and applying for grants.

RECOGNITION OF RUBY ROGERS, GIFTED & TALENTED COORDINATOR APPOINTED TO SERVE ON RADFORD UNIVERSITY BOARD OF VISITORS: Mr. Smith reported that Mrs. Ruby Rogers, Gifted & Talented Coordinator, has been appointed by the Governor to serve on the Radford University Board of Visitors. He also reported that she has served in many positions throughout the state such as the Virginia Board of Education, Committee for the Virginia Governor's School, Cove Ridge Foundation, etc.

RESIGNATION: On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the resignation request of Carl Keith, school bus driver, effective August 7, 2012.

On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. Quillen, seconded by Mr. Spivey, all members voting aye, the Board approved the resignation request of Beth Collins, teacher, effective August 7, 2012. Mr. Smith reported that Ms. Collins was currently listed as on a leave-of-absence.

On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. Spivey, seconded by Mr. Sallee, all members voting aye, the Board approved the resignation request of Rita Barger, Scott County Career & Technical Center Teacher, effective July 26, 2012. Mr. Smith commended Ms. Barger for her 25 years of service to the school system.

On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the resignation request of Nancy Parker, Weber City Teacher, effective August 7, 2012.

LEAVE-OF-ABSENCE: On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. Quillen, seconded by Mr. Sallee, all members voting aye, the Board approved the leave-of-absence request of Dale McMurray, school bus driver, effective for the 2012-2013 school year.

EMPLOYMENT: On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Deborah Osborne as a cafeteria employee at the Gate City Middle School, effective August 7, 2012. Mr. Smith explained that Ms. Osborne replaces an employee that retired.

On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. Kegley, seconded by Mr. Spivey, all members voting aye, the Board approved Beth Baker as a full-time speech pathologist, effective August 7, 2012. Mr. Smith explained that Ms. Baker had been a part-time employee (replaces a retiree).

On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the employment of Melissa Trinkle as Gate City Middle/High School Cross Country Coach, effective August 7, 2012.

On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. Quillen, seconded by Mr. Kegley, all members voting aye, the Board approved David Wettack as Gate City Middle/High School Volunteer Swim Coach, effective August 7, 2012. Mr. Smith explained that

the VHSL requires Board approval of Mr. Wettack in order to allow his daughter's participation and competition in swimming events.

On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. Spivey, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Melissa Trinkle and Sara Burke as Gate City Middle School Yearbook Sponsors (1/2 supplement each), effective August 7, 2012.

On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. Sallee, seconded by Mr. Spivey, all members voting aye, the Board approved the employment of C.J. Blessing as a school bus driver (pending physical), effective August 7, 2012.

On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Aaron Tipton as a school bus driver (pending physical) effective August 7, 2012.

On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. McConnell, seconded by Mr. Kegley, all members voting aye, the Board approved the employment of Paula Gilliam as a school bus driver, (pending air brake certification), effective August 7, 2012. Mr. Smith reported that Ms. Gilliam will drive a bus temporarily and transition to another upon completion of the air brake certification. He also pointed out that Ms. Gilliam is also currently employed as a custodian at Rye Cove Intermediate School.

Mr. Smith reported that the bus driver positions being filled are replacements and that bus routes were reviewed with one being combined in order to allow one position to not be filled.

On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. McConnell, seconded by Mr. Kegley, all members voting aye, the Board approved the employment of Jeremy Culbertson as Twin Springs High School Varsity Baseball Coach, effective August 7, 2012.

On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. Kegley, seconded by Mr. Quillen, all members voting aye, the Board approved the employment of Mike Castle as Twin Springs High School Junior Varsity Baseball Coach, effective August 7, 2012.

EARLY RETIREMENT INCENTIVE PROGRAM (ERIP): On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. Quillen, seconded by Mr. Kegley, all members voting aye, the Board approved the Early Retirement Incentive Program retirement request of Brenda Shinn to be effective August 1, 2012 instead of December.

BOARD MEMBER COMMENTS: Chairman Jessee extended best wishes and the hopes of a great start for the school year. He commented on the buildings looking good and hoping that things go smoothly.

ADJOURNMENT: On a motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board adjourned at 8:35 p.m.