

DAVID SKEET ELEMENTARY SCHOOL STAFF RESPONSIBILITIES

Counselor – Marjorie Glasses

- Presentations to students and staff
 - Individual, small group, and classroom counseling (**PRIORITY**)
 - Listen to students' concerns about academic, emotional, and/or social problems
 - Help students process their problems and plan goals and action
 - Mediate conflict between students and teachers
 - Character Counts – Caring, Fairness, Respect, Responsibility, Trustworthy, Citizenship (**AS NEEDED AND AS TIME ALLOWS**)
 - When the school is in a testing cycle (IStations, TLI, PARCC) that becomes the priority of everyone in the school. Counseling will be emphasized once testing is completed. (**Absolute PRIORITY during assessment windows**)
- Improve parent/teacher relationships
- Assist students with career goals (e.g., KuderGalaxy-4th and 5th during social studies)
 - Manage career fair for school. Get guests to present
- Facilitate drug and alcohol prevention programs
 - Red Ribbon Week organization and planning coordinator
- Organize peer counseling programs, if applicable
- Refer students to psychologists and other mental health resources
- Work on district and state-level academic boards to improve learning conditions, if available
- Implementation and training for district and school based programs (Positive Behavior Intervention Supports (PBIS), Bully Proofing Your School, Child Abuse and Neglect Training)
- Home visits to support student attendance, mental health, and learning.
- Provide resource help to students, staff, parents and community members.
 - Homeless program, social services
- Participate in all teams and trainings for improving student academics.
- SAT Coordinator/Chair
 - Attendance Team Leader
 - Manage all SAT meetings
 - Invite parents and staff to SAT meetings
 - Train all staff on the proper process to refer a child to SAT and how to keep track of progress.
- Manage Student-of-the-Month (SOM) program
 - Get with bookkeeping secretary to use funds to set up SOM luncheons
 - Invite parents of students to SOM luncheon
 - Work with attendance secretary to make SOM certificates for luncheon.
 - Set-up SOM luncheon
- Will participate 100% in the interventions for reading and math in the assigned classroom.
- Participate in DSE planning meetings (Friday)
- Support the philosophy and vision of DSE
- Turn in the district/school end-of-year checkout list completed (non-negotiable).
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit as assigned by administration.

Instructional Coach/Interventionist/BTC/Head Teacher – Anne Morrison (Head Teacher/BTC)

- Discuss strategies and collaborate with teachers (math, reading, writing, ELL, and oral language).
- Facilitation of grade level discussions about lesson plans and implementation, systems and data review, Interventions (reading and math), and school/district initiatives.
- Collaboration to determine Professional Development needs with principal and BLT.
- Data analysis and follow through with teachers (ELL, PARCC/NMSBA, SCA, iStations, and CBMs)
- Participate in DSE planning meetings (Friday)
- Support the philosophy and vision of DSE
- Facilitate the intellectual and professional development of teachers with a focus on improving student achievement
- Create positive relationships with teachers and administrators
- Communicate and demonstrate researched-based instructional practices that result in increased student performance.
- React to change productively and handle other tasks as assigned.
- Provide individualized, classroom-based coaching with participants to support them in implementing good instructional practices.
- Demonstrate willingness to assume leadership positions.
- Provide organized, individual and/or group learning opportunities for teachers as needed.
- Provide support in analyzing student assessment data.
- Assist teachers with instructional decisions based on assessment data when requested.
- Provide support for classroom motivation and management strategies.
- Assist teachers in creating and finding materials that are in alignment with curriculum.
- Provide teachers resources related to instruction and curriculum.
- Provide assistance in researching instructional and/or curriculum issues.
- Model effective, differentiated instruction when requested.
- Provide encouragement and emotional support to teachers.
- Encourage ongoing professional growth for all teachers.
- Manage time and schedule flexibility to maximize teacher schedules and learning.
- Work positively toward meeting identified district and building improvement goals.
- Assist with development of district curriculum, instruction and assessments, if requested.
- Develop and maintain a confidential, collegial relationship with teachers.
- Possess an understanding of when to contact administrators regarding issues of safety/ethics.
- Participate fully in professional development for coaches, including peer observations, professional research and reading, and inquiry sessions.
- Assist teachers in aligning their teaching with appropriate standards, curriculum and assessments.
- Work collaboratively and collegially with other Instructional Coaches, curriculum specialists and district specialists.
- BTC
 - Coordinate all assessment-related activities at the school site. This shall include, but not be limited to attendance at trainings held by the district test coordinator, providing trainings for all school personnel involved in test administration, preparation, and security. It shall be the responsibility of each school's BTC to, at a minimum, implement and carry out the following: test material preparation, handling, storage, administration, and secure disposal practices.

- Utilize the written district policy or checklist and written procedures developed by the district test coordinator for storing, accessing, and administering standardized tests.
 - Strictly follow all applicable State regulations in regard to assessment.
 - Assist the school principal and staff in understanding of assessment-related issues, and providing training as needed or directed.
- Plan with assigned grade levels to provide daily RtI (Tier II reading and math interventions) with designated students
- Administrative duties and functions when the site principal is out of the building.
- Turn in the district/school end-of-year checkout list completed (non-negotiable).
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit as assigned by administration.

Home School Liaison – Nevey Francisco

- Meet and interact with the public and staff with tact, discretion, and courtesy.
- Assist with home contacts for meetings, signatures, attendance, conferences, etc....
- Write, edit, and manage the DSE Lobo news.
 - Prints for teachers/students and downloads into SharePoint for recordkeeping
- Participate, as a team member, for specific student problems; assist in resolving issues with purposeful interaction with parents and other family members as necessary.
- Accompany staff on home visits
- Transport students to appointments and home as necessary
- Keeps the transportation log and gas log for the school vehicle.
- Provide resource help to students, staff, parents and community members.
 - Backpack Club (Food-for-Kids) program
 - Serve as a liaison between students, support groups, parents and others to assist in resolving student problems.
- Manage attendance for DSE.
 - Enters check-outs, tardies, and daily attendance editing into PowerSchool
 - Create and get 5, 7, 10, and 11-day attendance letters signed by parents.
 - Manage attendance initiative and visits for any student that misses a day.
 - Monitor and evaluate program effectiveness; follow-up on specific cases as necessary.
- Work with SAT Chair and CSAR (Compulsory School Attendance Regulations) to ensure letters are sent to parents regarding multiple absences.
 - Print and send out appropriate paperwork either by mail, liaison, or direct parent contact.
 - Track tardiness and give numbers to the SAT chair
- Serve as translator for the principal at chapter house meetings or with individuals that are more comfortable speaking their home language other than English. This is also for staff members that need help with translations with parents and community members.
- Lunch duty
- Schedule is adjusted so someone can take students home afterschool. Can be negotiated with the site administrator on a day-by-day basis.
- Turn in the district/school end-of-year checkout list completed (non-negotiable).
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit as assigned by administration.

Health Assistant – Lucy Tom

- Meet and interact with the public and staff with tact, discretion, and courtesy.
- Plan with assigned grade levels to provide daily Interventions (Reading and Math) with designated students
- Interact with students in a friendly manner when they are in need of any health service.
- Provides first aid and emergency care to students, school staff, and visitors following the regulations and procedures established by the Gallup-McKinley County School District
- Carries out delegated health tasks for students and staff as outlined by the school nurse.
- Implements federal, state, and local laws, regulations, and procedures related to school health services
- Implements state mandated screening programs as supervised by the school nurse
- Implements laws, regulations, policies and procedures to control communicable disease within the school setting
- Carries out health services procedures established by the Gallup-McKinley County School District
- Observes for student health, psychosocial (by referring to school nurse) and other needs and refers student appropriately
- Maintains accurate, **confidential**, and appropriate records following established procedures
- Administers medication following established procedures and doctor's orders
- Identifies and documents students with health problems and refers students to appropriate resources as necessary under the supervision of the school nurse
- Contributes to the development of health care plans and the implementation of plan under the supervision of the school nurse
- Communicates necessary medical information in a timely manner to appropriate school personnel, parents/guardians, and the school nurse while maintaining confidentiality
- Maintains emergency procedure information for students and staff
- Supports health promotion for students, staff, parents, and community
- **Before sending any student home or calling a parent about a potential illness/injury, speak to the principal, head teacher, or designee about the rationale.**
- Participate in DSE planning meetings (Friday)
- Support the philosophy and vision of DSE
- Lunch duty and morning hallway duty.
- Turn in the district/school end-of-year checkout list completed (non-negotiable).
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit as assigned by administration.

Library Assistant/eChalk manager – Susan M. Wilson

- Plan with assigned grade levels to provide daily Interventions (Reading and Math) with designated students
- Plan with grade level teachers to ensure access to the library and ELA CCSS.
- Manage SRI testing and lexile program for DSE in collaboration with BTC
- Complete all duties required to maintain the Library and materials
 - Assists in ordering supplies and equipment for the purpose of ensuring availability as needed.
 - Assists in processing student IDs, passwords, notices of missing, damaged, or overdue library books and/or textbooks, media and materials for the purpose of providing and/or maintaining access to library resources and securing reimbursement for losses.
 - Assists teachers, students and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.
 - Duplicates media and instructional materials (e.g. CD's, DVDs, and video tapes, etc.) for the purpose of maintaining an appropriate inventory for internal distribution.
 - Evaluates books, media, and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books, media, periodicals, etc.) for the purpose of ensuring the availability of books and library materials.
 - Maintains materials inventory and equipment (e.g. library books, library hardware/software, textbooks, audio books, media equipment, computers, printers, magazines, newspapers, and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials and equipment when required.
 - Monitors student volunteers, student activities and computer use, in the library, for the purpose of maintaining a safe environment conducive to learning.
 - Operates a variety of media equipment, computer equipment and systems (e.g. video tape, edit media, duplicate media, computers, printers, smart boards, laminators, CD's, DVDs, etc.) for the purpose of providing library media services to students and staff.
 - Participates in workshops, in-service training, meetings, etc. for the purpose of conveying and/or gathering information required to perform functions.
 - Performs circulation activities (e.g. item check-in and check-out, lists of overdue items, etc.) for the purpose of controlling the use, location and availability of items in the collection.
 - Prepares manual and electronic documents and reports (e.g. collection statistics, scheduling reports/requests, renewal information, work orders, overdue lists, textbook orders, fines, web pages, costs, etc.) for the purpose of providing documentation and information to others.
 - Processes library books, periodicals, software and related media materials (e.g. logging into master files, barcoding, shelving, producing required reports, etc.) for the purpose of providing students and staff with required materials.
 - Repairs books and materials for the purpose of ensuring the availability of books and library materials.
 - Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.
- Manages the DSE eChalk website and calendar of events
- Turn in the district/school end-of-year checkout list completed (non-negotiable).

- Participate in DSE planning meetings (Friday)
- Support the philosophy and vision of DSE
- Lunch and after-school bus duty
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit as assigned by administration.

Music Teacher – Thomas Breece

- Sets up and takes down classroom environment at the beginning and end of the school year.
 - Environment must be maintained to be both safe and appealing to students (e.g., clutter free).
- Music specials will start on day 1 of school and go through the last day of school.
- Provide instruction in Music incorporating the State Fine Arts Standards along with Sheltered Instruction and Vocabulary development strategies in the ELA CCSS.
- Completes music lesson plans
- Provide connections between what students are learning in ELA and Math CCSS.
- Participate in all teams and trainings for improving student academics.
- Participate in Intervention groups (Reading and Math) to support student learning
- Teaches skills in music understanding/appreciation, harmony, explorations in music and choral music to elementary pupils.
- Conducts the music End-of-Course (EOC) assessment.
 - Backward plans instruction for students to achieve success on this assessment based on the state framework.
- Plans/executes a balanced music program and organizes class time so that preparation, rehearsal and instruction can be accomplished within the allotted time.
- Provides individual and small group instruction in order to adapt the music curriculum to the needs of each pupil. Encourages students to develop individual musical skills to the greatest extent possible.
- Utilizes repertoire of all types of music literature, including traditional and contemporary that are appropriate for the ages and skill levels of pupils.
- Maintains care/responsibility for school-owned music, musical instruments and equipment to prevent loss or abuse.
- Makes minor adjustments and requests repairs to instruments as required.
- Evaluates each pupil's musical growth, performance, and musical understanding and enters grades into PowerSchool.
- Assesses each individual's contribution to the performance of the group.
- Selects appropriate music, books, and instructional aides to enhance learning and requisitions musical instruments and instructional supplies as necessary.
- Cooperation with Building Principal and staff in providing musical programs for school assemblies, open house, parent meetings and seasonal programs.
- Communicates with parents and school staff on individual student's progress.
- Manages student behavior while students are in the music program or in the care of the music teacher.
- Teachers are responsible for cleaning the teacher desk, student desks, and teacher/student work areas during the school year. The custodians will give them a thorough cleaning in the summer. The only items allowed to clean desks are soap and water per state statute. Ask the custodians for these items.
- Support the philosophy and vision of DSE
- Turn in the district/school end-of-year checkout list completed (non-negotiable).
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit as assigned by administration.

Navajo Language and Culture Teacher (NL&C)– Julia Nacki

- Provide instruction in Navajo Language and Culture to Kindergarten through 3rd grade students while incorporating sheltered instruction and vocabulary development strategies in the ELA (English-Language Arts) CCSS.
- NL&C will start on day 1 of school and go through the last day of school.
- Complete NL&C lesson plans.
- Work with district-level NL&C team to improve the program at DSE
- Sets up and takes down classroom environment at the beginning and end of the school year.
 - Environment must be maintained to be both safe and appealing to students (e.g., clutter free).
- Assess students' skills to determine their needs and to develop teaching plans
- Administers and Develops subject specific assessments for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards learning targets, objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Manages grades and attendance in PowerSchool. Instructs students for the purpose of improving their success in academics through a defined course of study.
- Manages student behavior for the purpose of providing a safe and optimal learning environment
- Monitors students in a variety of educational environments (e.g. classroom, cafeteria, playground, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in all teams and trainings to improve student academics.
- Plan, communicate, and monitor Culture Day/Week events and presentations
- Communicates with grade level teachers about student strengths/needs
- Complete all duties required for a high quality NL&C program
- Helps the school administration define school-wide needs and spend Indian Education funds and Johnson O'Maley (JOM) funding for classroom teachers.
- Participates fully in the Intervention (Reading and Math) program to support student learning.
- Teachers are responsible for cleaning the teacher desk, student desks, and teacher/student work areas during the school year. The custodians will give them a thorough cleaning in the summer. The only items allowed to clean desks are soap and water per state statute. Ask the custodians for these items.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit as assigned by administration.

Physical Education Teacher – Mona Joyce Toledo-Bayle

- Physical Education will start on day 1 of school and go through the last day of school.
- Provide instruction to all students in Physical Education State Standards 2 to 3 times per week
 - Teaches knowledge and skills in physical fitness, health education, rhythms and dance, and individual, dual, or team sports.
 - Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
 - Works cooperatively with other physical education teachers in planning a balanced physical education program.
 - Analyzes, demonstrates, and explains basic skills, knowledge, and strategies of formal sports, games rhythms, and fundamentals of body movement.
 - Provides individualized and small group instruction, in PE, in order to adapt the curriculum to the needs of each pupil, to the extent feasible.
 - Provides appropriate safety instruction and makes safety checks on equipment and field areas to insure the over-all safety of pupils
 - Maintains control of storage and use of school-owned property.
 - Establishes and maintains standards of pupil behavior needed to provide an orderly, productive environment in the physical education areas.
 - Evaluates each pupil's growth in physical skills, knowledge, and contribution in team sports.
 - Maintains professional competence through in-service education activities provided by the district, and/or in self-selected professional growth activities.
 - Participates cooperatively with the appropriate administrator to develop the method by which he/she will be evaluated in conformance with district guidelines.
 - Communicates with parents, teachers, and the school counselor on pupil progress
 - Identifies pupil needs and cooperates with other professional staff members in helping pupils solve health, attitude, and learning problems
 - Supervises pupils in out-of-classroom activities during the assigned work day.
 - Participates in curriculum and other developmental programs.
 - Participates in faculty committees and the sponsorship of student activities.
- Sets up and takes down classroom environment at the beginning and end of the school year.
 - Environment must be maintained to be both safe and appealing to students (e.g., clutter free).
- Complete lesson plans
- Participates in all teams and trainings for improving student academics.
- Participates in Interventions (Reading and Math) groups to support student learning
- Provide connections between what students are learning in ELA and Math CCSS along with Sheltered Instruction and Vocabulary development strategies into the PE curriculum.
- School basketball coach or both the boys' and girls' teams.
 - Manages basketball fundraising account with school bookkeeper.
- School track and field coach
- Manages student behavior while students are in the PE program or in the care of the PE teacher.
- Enter PE grades into PowerSchool
- Turn in the district/school end-of-year checkout list completed (non-negotiable).
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit as assigned by administration.

Secretary/Bookkeeper – Coretta Yazzie

- Meet and interact with the public and staff with tact, discretion, and courtesy.
- Give information and interpretation of policies or procedures related to school activities.
- Protect classroom instruction time by restricting interruptions (calls, announcements, parent/visitors)
- Maintains staff leave in school time clock system
 - Monitors staff sign in and out; keeps copies
- Supports principal in school discipline by watching students in the office
- Assists the principal and BLT in managing budget
- Member of the Social Committee to support budgeting
- Facilitate budget decisions through recordkeeping
 - Bank deposits
 - Activity, Federal Programs, Operational
 - Monthly reports for iVisions and activity software completed on time.
- Manages the school vault to ensure money is safe before making bank deposits.
- Purchase departmental resources and materials
 - Receive and distribute purchase order materials
- Submit work orders for building maintenance and monitor for completion.
- Organize and conduct school-wide inventory
- Plan and Organize school fund raisers.
- Assign and set up copier for staff
- Assist counselor in funding Student of the Month luncheons
- Calls substitute teachers to cover teacher absences or in-service days (professional development) and ensures the substitutes enter their time in the time clock system.
- Complete substitute timesheets and turn in to appropriate departments.
- Manages attendance popcorn program. Also, manages popcorn machine and sales.
- Turn in the district/school end-of-year checkout list completed (non-negotiable).
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit as assigned by administration.

Secretary/Registrar/Attendance-Kayleen Damon

- Meet and interact with the public and staff with tact, discretion and courtesy.
- Give information and interpretation of policies or procedures related to school activities to interested parties.
- Protect classroom instruction time by restricting interruptions (calls, announcements, parent/visitors)
- Protect principal's observation calendar and schedule and appointments when needed.
- Maintain staff leave in iVisions
 - Monitor staff sign in and out, keep copies
- Support principal in school discipline
- Participating member of the Attendance Committee
- Work with SAT Chair and CSAR to ensure letters are sent to parents regarding multiple absences.
 - Print and send out appropriate paperwork either by mail, liaison or direct parent contact.
 - Track tardiness to and give numbers to the SAT chair so parent contacts can be made.
- Input and monitor to ensure all registration and attendance data required by the district is up to date and corrected daily.
 - Adjust as needed
 - Keep white board with class numbers updated.
 - Place new students in classrooms (consult principal when needed)
 - Request and send records to other schools as needed
 - Prepare enrollment packets and enter data daily
 - Maintain student cumulative folders
 - Creates new folders, requests folders from other schools, and send folders to requesting schools.
 - Inform Building Test Coordinator (BTC) when a new student enrolls for ELL screening
- Monitor main school messages and distribute and necessary.
- Distribute school mail, and classroom information (newsletters and school notes)
- Office decoration ☺
- Work with custodians to maintain updated Marquee information
- Complete substitute timesheets and turn in to appropriate departments if bookkeeper is absent
- Manage PowerSchool grade system
 - Ensures teachers verify final grades.
 - Print report cards.
- Manages PowerSchool Behavior Data
 - Watches students when principal or designee is not in the office
 - Enters behavioral data into PowerSchool for recordkeeping.
- Informs counselor of students identified as homeless (McKinley Vento)
- Send Certificates of Indian Blood (CIB) to Central Office at the beginning of the year and as requested.
- Turn in the district/school end-of-year checkout list completed (non-negotiable).
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit as assigned by administration.

Head Custodian – Tom Dooley

- Meet and interact with the public and staff with tact, discretion and courtesy.
- Manage the custodial duties for all custodians.
 - Supervise and coordinate all activities of workers who clean and maintain designated areas and/or buildings, including assignments, scheduling, and training of custodial staff.
 - Is responsible for managing all areas of David Skeet Elementary as head custodian.
 - Maintains inventory of supplies, equipment, and fuel on hand; initiates the requisition process for needed replacements.
 - Determines proper material, equipment and tools needed to perform duties.
 - Communicates with principal/supervisor regarding schedules, duties, and the day-to-day performance of other custodians. May provide feedback to custodians after communicating with principal/supervisor on ways to improve the performance of their duties.
 - Provide on-the-job training in equipment use and care, storage, record keeping, and human relations.
 - Assure safety and typical housekeeping practices are observed; ensure that all equipment and machinery is properly used, cared for; maintain constant check of sanitation and safety conditions and makes needed corrections.
 - Prepares various reports (e.g., logs, requisitions, safety inspections, work orders, area audit reports, inventory records, time sheets, etc.) for the purpose of providing information required to maintain the facility.
 - May assist and/or participate in the selection and interview process of custodian positions.
- Clean designated/assigned area each day for purpose of maintaining a sanitary, safe, and attractive school environment. (Rooms 9, 10, 11, 12, 13, 14, P 15, P 16, P 17, P 18, gym, gym exit and restrooms, upper grade restrooms, hallways attached to these areas, and the long empty hallway in between the library and gym.
 - If the other custodian is absent, the head custodian is responsible for emptying the trash and vacuuming the hallways in the other custodian's area. They are not to vacuum the classrooms unless the other custodian is gone for more than two days in a row. Teachers will keep their classrooms tidy.
 - Teachers are responsible for cleaning the teacher desk, student desks, and teacher/student work areas during the school year. The custodians will give them a thorough cleaning in the summer. If requested, custodian will provide the materials for cleaning the desks/work areas.
- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities, and special events.
- Attends in service training (e.g. blood borne pathogens, cleaning solvents, floor care, maintenance training, etc.) for the purpose of receiving information and new and/or improved procedures.
- Evaluates situations (e.g., involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment (e.g., cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.

- Paints interior of classrooms, offices, restrooms, etc. for the purpose of maintaining an attractive facility.
- Paints exterior of building as needed.
- Repairs furniture and equipment as may be required (e.g., faucets, toilets, light fixtures, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Responds to immediate safety and/or operational concerns (e.g., facility damage, injured and/or ill students, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
 - Must remove and clean areas with chemical spills, vomit, blood or other bodily fluids following district safety protocols. **(Areas of responsibility do not apply in this situation. The custodian on duty will clean these areas without question)**
- Secures facilities and groups for the purpose of minimizing property damage, equipment loss, and potential liability to organization.
- Ensures that all emergency lighting, fire extinguisher and playground equipment are maintained in proper working conditions on a routine and regular basis, as required by the local, state, and federal policies.
- Remove snow and ice from designated areas (Entire parking lot and paths to the building doors. Playground areas).
- Regulates furnaces and other heating systems in use, including air conditioning and ventilating systems necessary for the comfort and safety of occupants; replaces filters as necessary.
- Empties trash and garbage containers for building, classrooms, and cafeteria and removes to designated areas.
- Raises and lowers the United States, State, and other required flags daily.
- Hauls trash, mows grass, chops weeds and trims trees and shrubs.
- Assists other personnel for the purpose of supporting them in the completion of their work.
- Updates school marquee in June, July, August, September, October, and November based on principals' or secretaries' requests.
- 12-month contract.
- Anything else as assigned by school-level/district-level supervisor.

Custodian – Bennie Richards

- Meet and interact with the public and staff with tact, discretion and courtesy.
- Clean designated/assigned area each day for purpose of maintaining a sanitary, safe, and attractive school environment. (Rooms 1, 2, 3, 4, 5, 6, 7, 8, office complex, library, office exit/foyer, playground exit/foyer, the exit/foyer by rooms 4 and 5, the primary restrooms and the adult restrooms.
 - If the other custodian is absent, this custodian is responsible for emptying the trash in the other custodian's area and vacuuming the hallways in the other custodian's area. They are not to vacuum the classrooms unless the other custodian is gone for more than two days in a row. Teachers will keep their classrooms tidy.
 - Teachers are responsible for cleaning the teacher desk, student desks, and teacher/student work areas during the school year. The custodians will give them a thorough cleaning in the summer. If requested, custodian will provide the materials for cleaning the desks/work areas.
- Clean designated/assigned area each day for purpose of maintaining a sanitary, safe, and attractive school environment.
- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities, and special events.
- Attends in service training (e.g. blood borne pathogens, cleaning solvents, floor care, maintenance training, etc.) for the purpose of receiving information and new and/or improved procedures.
- Evaluates situations (e.g., involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment (e.g., cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Paints interior of classrooms, offices, restrooms, etc. for the purpose of maintaining an attractive facility.
- Paints exterior of building when necessary.
- Repairs furniture and equipment as may be required (e.g., faucets, toilets, light fixtures, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Responds to immediate safety and/or operation concerns (e.g., facility damage, injured and/or ill students, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
 - Must remove and clean areas with chemical spills, vomit, blood or other bodily fluids following district safety protocols. **(Areas of responsibility do not apply in this situation. The custodian on duty will clean these areas without question)**
- Secures facilities and groups for the purpose of minimizing property damage, equipment loss, and potential liability to organization.
- Ensures that all emergency lighting, fire extinguisher and playground equipment are maintained in proper working conditions on a routine and regular basis, as required by the local, state, and federal policies.
- Remove snow and ice from designated areas.
- Regulates furnaces and other heating systems in use, including air conditioning and ventilating systems necessary for the comfort and safety of occupants; replaces filters as necessary.

- Empties trash and garbage containers for building, classrooms, and cafeteria and removes to designated areas.
- Raises and lowers the United States, State and other required flags daily.
- Hauls trash, mows grass, chops weeds and trims trees and shrubs.
- Assists other personnel for the purpose of supporting them in the completion of their work.
- 12-month contract
- Anything else as assigned by school-level/district-level supervisor

Special Education/Safety Chair/Technology Coordinator-Zaldy Layugan

- Includes everything under the job description **Elementary School Teacher (Preschool-5th Grades)**
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards learning targets, objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Manages grades and attendance in PowerSchool.
 - If a child misses 3-days or more, the teacher will call home to ensure everything is alright and emphasize the importance of being at school.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Assists in spending special education budget.
- Assess students' skills to determine their needs and to develop teaching plans
- Adapt lessons to meet the needs of students
- Complete lesson plans based on CCSS and students' IEPs
- Develop Individualized Education Programs (IEPs) for each student
 - Manage, write, document and share IEP information with the principal, IC, classroom teachers, etc., to ensure students get the most educational opportunity at DSE
 - Implement student IEPs in both the resource and inclusive environments
- Plan, organize, and assign activities that are specific to each student's abilities
- Teach and mentor students as a class, in small groups, and one-on-one
- Implement IEPs, assess students' performance, and track their progress
 - AIMSWEB
- Update IEPs throughout the school year to reflect students' progress and goals
- Discuss students' progress with parents, teachers, counselors, and administrators
- Supervise and mentor teacher assistants who work with students with disabilities
- Prepare and help students transition from grade to grade
- Ensure Fire and safety drills are conducted and documented
 - School Safety Plans
 - Fire Drills
 - Evacuation Drills
 - Lock-Down Drill
 - Shelter in Place
 - Crisis Prevention Intervention (CPI)
- Assist teachers with computers, chrome books, projectors, and printers
 - Assign computers, chrome books, projectors, and printers to classrooms.
 - Completes equipment inventory
- Teachers are responsible for cleaning the teacher desk, student desks, and teacher/student work areas during the school year. The custodians will give them a thorough cleaning in the summer.
- Works with general education teachers in designing a well-rounded education.
- Does grades in PowerSchool and Progress Reports in TIENET
- Turn in the district/school end-of-year checkout list completed (non-negotiable).

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit as assigned by administration.

Special Education –Leonila Calasagsag

- Includes everything under the job description **Elementary School Teacher (Preschool-5th Grades)**
- Assists in spending special education budget.
- Assess students' skills to determine their needs and to develop teaching plans
- Adapt lessons to meet the needs of students
- Complete lesson plans based on CCSS and students' IEPs
- Develop Individualized Education Programs (IEPs) for each student
 - Manage, write, document and share IEP information with the principal, IC, classroom teachers, etc., to ensure students get the most educational opportunity at DSE
 - Implement student IEPs in both the resource and inclusive environments
- Plan, organize, and assign activities that are specific to each student's abilities
- Teach and mentor students as a class, in small groups, and one-on-one
- Implement IEPs, assess students' performance, and track their progress
- Update IEPs throughout the school year to reflect students' progress and goals
- Discuss students' progress with parents, teachers, counselors, and administrators
- Supervise and mentor teacher assistants who work with students with disabilities
- Prepare and help students transition from grade to grade
- Teachers are responsible for cleaning the teacher desk, student desks, and teacher/student work areas during the school year. The custodians will give them a thorough cleaning in the summer.
- Works with general education teachers in designing a well-rounded education.
- Does grades in PowerSchool and Progress Reports in TIENET
- Turn in the district/school end-of-year checkout list completed (non-negotiable).
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit as assigned by administration.

Elementary School Teacher (Preschool-5th Grades)

- Sets up and takes down classroom environment at the beginning and end of the school year.
 - Environment must be maintained to be both safe and appealing to students (e.g., clutter free).
- Assess students' skills to determine their needs and to develop teaching plans
- Administers and develops subject specific assessments for the purpose of assessing student competency levels and/or developing individual learning plans.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards learning targets, objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Manages grades and attendance in PowerSchool.
 - If a child misses 3-days or more, the teacher will call home to ensure everything is alright and emphasize the importance of being at school.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Supports students for the purpose of improving performance, health status, appropriate behavior, problem solving techniques and a variety of personal issues.
- Demonstrates and differentiates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addressing individual student requirements.
- Writes lesson plans and directs assistant teachers, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students. Needs to also prepare materials for anyone helping in the classroom
- Instructs students for the purpose of improving their success in academics through a defined course of study.
- Manages student behavior for the purpose of providing a safe and optimal learning environment
- Monitors students in a variety of educational environments (e.g. classroom, cafeteria, playground, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions and to improve student achievement.
- Prepares a variety of written materials (e.g. grades, lesson plans following scope and sequence, correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, students, central office staff, etc.) for the purpose of resolving issues, providing information and/or direction.
- Supports other classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.
- Fully participates and plans interventions (reading and math) for themselves and the intervention help that assists in the classroom.
- Teachers are responsible for cleaning the teacher desk, student desks, and teacher/student work areas during the school year. The custodians will give them a thorough cleaning in the summer. The only items allowed to clean desks are soap and water per state statute. Ask the custodians for these items.
- Completes SAT referrals on TIENET and informs the SAT Chair of the need for a meeting.
 - Brings student work-samples and data analysis to all SAT meetings.
- Turn in the district/school end-of-year checkout list completed (non-negotiable).
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit as assigned by administration.

Elementary School Assistant/Paraprofessional

- Reinforce lessons presented by teachers by reviewing material with students one-on-one or in small groups
- Enforce school and class rules to help teach students proper behavior
- May help teachers with recordkeeping, such as tracking attendance and calculating grades if assigned to a classroom.
- May help teachers prepare for lessons by getting materials ready or setting up equipment, such as computers, when requested.
- Not responsible for lesson plans, material preparation, grading students, or data analysis. This is the teacher's primary responsibility as part of their salary.
- Help supervise students in class, between classes, during lunch and recess, and on field trips
- Follows duty schedule. Reports to assigned classrooms and duties on time when assigned.
- Fully participates in interventions (reading and math) to help improve student performance.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Responsible for cleaning their work area and desk. May help the teacher clean the classroom work areas or desks.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, students, central office staff, etc.) for the purpose of resolving issues, providing information and/or direction. May not speak to parents in the role of the teacher but will refer the parent to the teacher, in question.
- Morning duty, lunch duty, and after-school duty.
- Turn in the district/school end-of-year checkout list completed (non-negotiable).
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit as assigned by administration.

Task to Champion	Champion 1	Champion 2
90-Day Plan	Wade E. Bell	Anne Morrison
Activity Money	Coretta Yazzie	
After-School Release Procedures	Verlynn Chee	
Attendance Observation-95% goal	Leony Calasagsag	
Basketball-4th and 5h	Joyce Toledo-Bayle	
Bell System	Nevey Francisco	Coretta Yazzie
Bereavement/Funeral	Kayleen Damon	
Breakfast-in-the-Classroom	Susan L. Wilson (5th)	
Budget	Coretta Yazzie	
Building Keys	Coretta Yazzie	
Bulliten Board	Melzina Lewis	
Busing-Requests	Kayleen Damon	
Century 21 or After School	Zaldy Layugan	
Classroom Requests (Materials)	Coretta Yazzie	
Classroom Rules and Procedures	Sara Dooley	
Computers	Zaldy Layugan	
Core Math/Tier II	Christine Sanchez-K-2	Sara Dooley-3-5
Core Reading/Tier II	Durrant-K; M. Lewis-1,2	Rita Nelson-3-5
Cumulative Folders	Kayleen Damon	Nevey Francisco
Document Cameras	Char Smiley	Anne Morrison
eChalk Web Page	Susan M. Wilson (Lib)	Wade E. Bell-Site Manager
English Langauge Learners (ELL)	Sara Dooley-strategies	Anne Morrison-Identification
Field Trips, lunches	Coretta Yazzie	
Library Schedule	Susan M. Wilson (Lib)	
LOBO news	Nevey Francisco	
LOBO-of-the-Week	Anne Morrison-names	
Lunch schedule and duties	Yvette Cisco	Jessica Thomas
Lunch/Breakfast Payments	Coretta Yazzie	
Mimio	Alyson Durrant	
Navajo Language and Culture	Julia Nacki-As a program	Char Smiley-ideas for core
Personal/Sick Leave	Kayleen Damon	
PowerSchool	Jennifer Comiskey	
Printers	Zaldy Layugan	
Projectors	Zaldy Layugan	Wade E. Bell
Registration	Kayleen Damon	
Repacking Downloads in SharePoint	Rita Nelson	Melzina Lewis
Safety Procedures-Layugan-Mgr	Susan M. Wilson (Lib)	Yvette Cisco
Schedule for the Day	Anne Morrison	
SharePoint	Rita Nelson	Melzina Lewis
Small Group Instruction	Anne Morrison	Alyson Durrant
Special Education, IEPs, EDTs	Zaldy Layugan	Leony Calasagsag
Specials	Joyce Toledo-Bayle	New Music Teacher
Student-of-the-Month	Glasses, Marjorie	
Testing (PARCC, DIBELS, TLI)	Morrison, Anne	Bell, Wade
Time Clock	Tsosie, Tanya	
Timer Tools	Alyson Durrant	
Xerox Copier-C. Yazzie-maintenance	Kayleen Damon	Alyson Durrant