

# SUPPLEMENTAL SALARY GUIDE

Hutchinson Public Schools  
Hutchinson, KS

2018-19

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*Mission Statement*

*Students Graduate with the Knowledge, Skills and Behaviors to be  
College and Career Ready*

2018-2019 Supplemental Salary Committee

Kevin Armstrong, Director of Activities	Member
Glenna Burden, HHS Social Science	Member
Jennifer Cochrane, HMS-8 English Language Arts	Member
Jake Dreiling, HCTEA Auto Mechanics	Member
Darla Fisher, Elementary Principal	Member
Jay Hawkins, Orchestra	Member
Nate Henry, HMS-7 Principal	Member
Travis Riebel, Director HCTEA	Member
Julie Stucky, Director of Fiscal Management	Member
Lisa Yantes, HHS Instructional Coach	Member
Jud Freeman, HMS-8 Math	Co-Chair
Rick Kraus, Ass't Supt. of HR	Co-Chair

## **SUPPLEMENTAL SALARY GUIDELINES**

- A. The schedule of compensation is attached to this agreement. The current multiply factor is \$130. Each year the final determination of the factor amount will be made through the negotiations process.
- B. The supplemental salary committee will annually review compensation adjustment requests, job description adjustments and performance assessment adjustments. A yearly report with recommended adjustment changes will be made by May 1 to the Board of Education. The committee will forward minutes of each of its meetings to the President of NEA-Hutchinson and to the Superintendent of Schools. The draft recommendation will be considered during negotiations for the upcoming negotiated agreement.

The supplemental salary committee will consist of twelve members; six of the committee members will be designated by the President of NEA-Hutchinson, and six members of the committee will be named by the Superintendent of schools. The President of NEA-Hutchinson will name one of the six members so designated by the president as the co-chairperson of the committee. The Superintendent selects the other co-chairperson of the committee.

- C. A person receiving supplemental compensation who feels the index should be changed for that position will submit a written request, for review to the Superintendent of Schools. The request will be forwarded to the supplemental salary committee co-chairs. Recommendations from the supplemental salary committee will be submitted to the Superintendent of Schools for presentation to the Board of Education for final approval or rejection.
- D. Supplemental positions with the implementation of the new formula (06.07 Professional Agreement) making less will be grandfathered at the FY 05.06 rate of pay until the formula catches up with their current rate of pay. Any new staff member hired after FY 05.06 will be placed using the new schedule.

**ATHLETICS  
SUPPLEMENTAL SALARY FORMULA**

Head Coaches Formula

$$\text{Hours outside contract day} / 15 + \# \text{ participants} / \# \text{ coaches} + \# \text{ of participants} + \text{exposure (3)} = \text{salary}$$

- 5 year averages will be used to calculate the numbers
- The number of participants and number of coaches of the junior varsity and varsity teams will be used to calculate

<u># participants / # of coaches</u>		<u>Points for # of participants</u>		<u>Hours outside contract day / 15</u>	
10 or less	2 points	20 or less	2 points	150 – below	12 points
11-20	3 points	21-30	3 points	151 – 250	22 points
21-30	4 points	31-50	4 points	251 – 350	26 points
31 or more	5 points	51-75	5 points	351 - 450	30 points
		76-100	6 points	+451	34 points
		+ 100	7 points		

Exposure (times 3)  
1 = 3 points; 2 = 6 points; 3 = 9 points;  
4 = 12 points; 5 = 15 points

Success of program

Qualifying for state competition  
1 point for every extra week of competition  
All coaches at the varsity level are paid after the season

Assistant Coaches' Salary

<u>% of Head Coaches' Salary</u>	
Head Ass't Varsity	70
Varsity Assistant	65
MDS – Head	50
MDS – Asst.	35

Notes from formula

- This formula is intended to be used for the head coach of each sport. The goal is to have all the coaches grouped into logical categories.
- Hours -The hours are listed according to total hours that each coach spends in the activity, counting only those hours that are not covered in his/her contract as part of the school day. The formula uses three levels of time commitment with the average number of hours divided by **15** to get the point factor.
- Number of participants is divided by the number of assistants- The rationale is the more coaches involved in the sport the less work for the head coach. The numbers in this category are the junior varsity and varsity players and coaches.
- Number of participants- The rationale is that as the number of participants increases, the amount of time, organization, and preparation increases. The numbers in this category are the junior varsity and varsity players.
- Exposure- Exposure is an arbitrary number that must be assigned to each activity by consensus of the committee. Number of participants, number of assistants, amount of media coverage, and patron support are used to determine exposure. The importance of exposure is reflected in the formula with the number times three used for the point value.
- Success of program- When teams qualify for state competition, the amount of time increases by one week with most sports except soccer and football. The arbitrary number of 1 point would be added to the varsity coaches' salary after the season. In soccer and football, the playoff system would be an additional 2 to 4 weeks of competition. The pay would be 1 point for each week of competition.
- Assistant Coaches' Salary- The assistant coaches' salary is based on a percentage of the head coaches' salary. The numbers are listed above.
- Results- Total Points times the Factor equals the Salary.

The Supplemental Compensation Committee will review this salary schedule on an annual basis. Every three years the committee will look at the 5 year averages in the number of assistants, the number of participants, exposure, and the hours of each coach for their sport. This information will be used to make needed adjustments.

**ACADEMICS  
SUPPLEMENTAL SALARY FORMULA**

Head Sponsors' Formula

$$\text{Hours outside contract day} / 15 + \text{exposure} = \text{salary}$$

- 5 year averages will be used to calculate the numbers

Hours outside contract day / 15

30 – below	1 point
31-75	3 points
76-150	7 points
151-250	12 points
251-350	17 points
351-500	25 points
501-750	37 points
751-1000	50 points
1001 or above	60 points

Exposure

1	1 point
2	2 points
3	3 points
4	4 point
5	5 points

Assistant Sponsor's Salary (% of Head Sponsor's Salary)

65% HHS Assistant
50% MDS Head
35% MDS Ass't
20% Elementary

Notes from formula

- This formula is intended to be used for the head sponsor of each activity. The goal is to have all the sponsors grouped into logical categories.
- Hours- The hours are listed according to total hours that each sponsor spends in the activity, counting only those hours that are not covered in his/her contract as part of the school day. The formula uses 9 levels of time commitment with the average number of hours divided by 15 to get the point value.
- Exposure- Exposure is an arbitrary number that must be assigned to each activity by consensus of the committee. The numbers of participants, assistants, amount of media coverage, etc. are used to determine exposure.
- Assistant Sponsor's Salary- The assistant sponsor's salary is based on a percentage of the head sponsor's salary. The number is listed above.
- Results- Total Points times the Factor equals the Salary.
- Extended Athletic Season Pay- If any activity performs at an extended athletic season event the sponsor(s) attending the event will receive a .5 point each week. Must have approval of the Activities Director.

The Supplemental Compensation Committee will review this salary schedule on an annual basis. Every three (3) years the committee will look at the five (5) year averages in the number of participants, number of hours to sponsor an activity and exposure. This information will be used to make needed adjustments.

**ACTIVITIES  
SUPPLEMENTAL SALARY FORMULA**

Head Sponsors' Formula

$$\text{Hours outside contract day} / 15 + \text{exposure} = \text{salary}$$

- 5 year averages will be used to calculate the numbers

Hours outside contract day / 15

30 – below	1 point
31-75	3 points
76-150	7 points
151-250	12 points
251-350	17 points
351-500	25 points
501-750	37 points
751-1000	50 points
1001 or above	60 points

Exposure

1	1 point
2	2 points
3	3 points
4	4 point
5	5 points

Assistant Sponsor's Salary (% of Head Sponsor's Salary)

65% HHS Assistant
50% MDS Head
35% MDS Ass't
20% Elementary

**Notes from formula**

- This formula is intended to be used for the head sponsor of each activity. The goal is to have all the sponsors grouped into logical categories.
- Hours- The hours are listed according to total hours that each sponsor spends in the activity, counting only those hours that are not covered in his/her contract as part of the school day. The formula uses 9 levels of time commitment with the average number of hours divided by 15 to get the point value.
- Exposure- Exposure is an arbitrary number that must be assigned to each activity by consensus of the committee. Numbers of participants, number of assistants, amount of media coverage, etc. are used to determine exposure.
- Assistant Sponsor's Salary- The assistant sponsor's salary is based on a percentage of the head sponsor's salary. The number is listed above.
- Results- Total Points times the Factor equals the Salary.
- Extended Athletic Season Pay- If any activity performs at an extended athletic season event the sponsor(s) attending the event will receive a .5 point each week. Must have approval of the Activities Director.

The Supplemental Compensation Committee will review this salary schedule on an annual basis. Every three (3) years the committee will look at the five (5) year averages in the number of participants, number of hours to sponsor an activity and exposure. This information will be used to make needed adjustments.

**SERVICE  
SUPPLEMENTAL SALARY FORMULA**

The Service Area of the Supplemental Salary Schedule are types of service activities that do not fit into the athletic, academic, or activity sections of the schedule. An arbitrary point value has been established for each area based on time spent, importance to the organization, as well as dollar amount that would be spent if this job were to be contracted out to an outside agency.

***Exposure – Rankings***

The Supplemental Compensation Committee ranked the activities according to exposure. A scale of one (1) to five (5) was used to rank with 5 being the highest. Factors such as the number of assistants, the number of participants, the amount of media coverage, patron support etc. were used to rank these activities. The numbers listed are the averages from the committee's individual rankings.



## Formula Break Down for Head Supplementals

	Hours Outside Contract	+	# participants # coaches	+	# participants	+	Exposure	=	Total Points
<b>Athletic Supplementals</b>									
<b>Baseball</b>	351-450		26 part./4 coaches=6.5		21-30		4		
<i>Points:</i>	30		2		3		12		<b>47</b>
<b>Basketball-Boys &amp; Girls</b>	+451		22 part./3 coaches=7.33		21-30		5		
<i>Points:</i>	34		2		3		15		<b>54</b>
<b>Bowling</b>	150-Below		18 part./1 coach=18		20 or less		2		
<i>Points:</i>	12		3		2		6		<b>23</b>
<b>Cheerleading</b>	351-450		26 part./2 coaches=13		21-30		3		
<i>Points:</i>	30		3		3		9		<b>45</b>
<b>Cross Country-Boys &amp; Girls</b>	251-350		40 part./2 coaches=20		31-50		2		
<i>Points:</i>	26		3		4		6		<b>39</b>
<b>Football</b>	+451		79 part./9 coaches=11.39		76-100		5		
<i>Points:</i>	34		3		6		15		<b>58</b>
<b>Golf-Boys &amp; Girls</b>	151-250		20 part./2 coaches=10		21-30		3		
<i>Points:</i>	22		2		3		9		<b>36</b>
<b>Gymnastics</b>	151-250		15 part./2 coaches=7.5		20 or less		2		
<i>Points:</i>	22		2		2		6		<b>32</b>
<b>Soccer-Boys &amp; Girls</b>	351-450		34 part./3 coaches=11.33		31-50		3		
<i>Points:</i>	30		3		4		9		<b>46</b>
<b>Softball</b>	351-450		29 part./4 coaches=7.25		21-30		4		
<i>Points:</i>	30		2		3		12		<b>47</b>
<b>Swimming-Boys &amp; Girls</b>	251-350		30 part./2 coaches=15		21-30		2		
<i>Points:</i>	26		3		3		6		<b>38</b>
<b>Tennis-Boys &amp; Girls</b>	351-450		13 part./2 coaches=6.5		21-30		2		
<i>Points:</i>	30		2		3		6		<b>41</b>
<b>Track (Combined)</b>	351-450		94 part./8 coaches=11.75		76-100		4		
<i>Points:</i>	30		3		6		12		<b>51</b>
<b>Volleyball</b>	351-450		25 part./4 coaches=6.25		20 or less		4		
<i>Points:</i>	30		2		3		12		<b>46</b>
<b>Weights</b>	151-250		50 part./2 coaches=25		31-50		2		
<i>Points:</i>	22		4		4		6		<b>36</b>
<b>Wrestling</b>	451		38 part./3 coaches=12.66		31-50		3		
<i>Points:</i>	34		3		4		9		<b>50</b>

<b>Academic Supplementals</b>			
<b>Band</b>	751-1000		5
<i>Points:</i>	50		<b>55</b>
<b>Flags</b>	251-350		5
<i>Points:</i>	17		<b>22</b>
<b>Band (Pep/Jazz)</b>	151-250		4
<i>Points:</i>	12		<b>16</b>
<b>Debate</b>	501-750		4
<i>Points:</i>	37		<b>41</b>
<b>Drama</b>	751-1000		3
<i>Points:</i>	50		<b>53</b>
<b>Forensics</b>	501-750		4
<i>Points:</i>	37		<b>41</b>
<b>Newspaper</b>	151-250		2
<i>Points:</i>	12		<b>14</b>
<b>Orchestra</b>	351-500		4
<i>Points:</i>	25		<b>29</b>
<b>Scholastic Competitions</b>	251-350		1
<i>Points:</i>	17		<b>18</b>
<b>Vocal Music</b>	351-500		4
<i>Points:</i>	25		<b>29</b>
<b>Vocational Sponsor</b>	251-350		1
<i>Points:</i>	17		<b>18</b>
<b>Yearbook</b>	351-500		3
<i>Points:</i>	25		<b>28</b>
<b>Activity Supplementals</b>			
<b>Briny Birds</b>	151-250		1
<i>Points:</i>	12		<b>13</b>
<b>Class Sponsor</b>	31-75		1
<i>Points:</i>	3		<b>4</b>
<b>Key Club</b>	76-150		1
<i>Points:</i>	7		<b>8</b>
<b>National Honor Society</b>	76-150		1
<i>Points:</i>	7		<b>8</b>
<b>MDS Drill Team</b>	151-250		2
<i>Points:</i>	12		<b>14</b>
<b>Saltshakers</b>	351-500		3
<i>Points:</i>	25		<b>28</b>
<b>Student Council (Stuco)</b>	251-350		2
<i>Points:</i>	17		<b>19</b>

**USD 308 SUPPLEMENTAL SALARY SCHEDULE**  
Article XXIV

*Multiply  
Factor:* \$130

Position	% of Head	Points	FY 17-18 Salary	# Coaches/ Sponsors	FY 18-19 Totals
<b>ATHLETIC SUPPLEMENTALS</b>					
<b>Baseball</b>					
Head		47.00	\$6,110	1	\$6,110
Head Varsity Asst.	70%		\$4,277	1	\$4,277
Varsity Assistant	65%		\$3,972	3	\$11,915
<b>Basketball-Boys &amp; Girls</b>					
Head		54.00	\$7,020	2	\$14,040
Head Varsity Asst.	70%		\$4,914	2	\$9,828
Varsity Assistant	65%		\$4,563	7	\$31,941
MDS Head	50%		\$3,510	4	\$14,040
MDS Asst.	35%		\$2,457	4	\$9,828
<b>Bowling</b>					
Head		23.00	\$2,990	1	\$2,530
Varsity Assistant	65%		\$1,944	1	\$1,944
<b>Cheerleading</b>					
Head		45.00	\$5,850	1	\$5,850
Varsity Assistant	65%		\$3,803	1	\$3,803
MDS Head	50%		\$2,925	1	\$2,925
MDS Asst.	35%		\$2,048	1	\$1,575
<b>Cross Country-Boys &amp; Girls</b>					
Head		39.00	\$5,070	1	\$5,070
Varsity Assistant	65%		\$3,296	1	\$3,296
MDS Head	50%		\$2,535	1	\$2,535
MDS Asst.	35%		\$1,775	1	\$1,775
<b>Football</b>					
Head		58.00	\$7,540	1	\$7,540
Head Varsity Asst.	70%		\$5,278	2	\$10,556
Varsity Assistant	65%		\$4,901	8	\$39,208
MDS Head	50%		\$3,770	2	\$7,540
MDS Asst.	35%		\$2,639	6	\$15,834
<b>Golf-Boys &amp; Girls</b>					
Head		36.00	\$4,680	2	\$9,360
Varsity Assistant	65%		\$3,042	2	\$6,084

**Soccer-Boys & Girls**

Head		46.00	\$5,980	2	\$11,960
Head Varsity Asst.	70%		\$4,186	2	\$8,372
Varsity Assistant	65%		\$3,887	2	\$7,774
MDS Head	50%		\$2,990	1	\$2,990
MDS Asst.	35%		\$2,093	1	\$1,771

**Softball**

Head		47.00	\$6,110	1	\$6,110
Head Varsity Asst.	70%		\$4,277	1	\$4,277
Varsity Assistant	65%		\$3,972	2	\$7,943

**Swimming-Boys & Girls**

Head		38.00	\$4,940	2	\$9,880
Varsity Assistant	65%		\$3,211	2	\$6,422

**Tennis-Boys & Girls**

Head		41.00	\$5,330	2	\$10,660
Varsity Assistant	65%		\$3,465	2	\$6,929
MDS Head	50%		\$2,665	2	\$5,330
MDS Asst.	35%		\$1,866	2	\$3,731

**Track (Combined)**

Head		51.00	\$6,630	1	\$6,630
Head Varsity Asst.	70%		\$4,641	1	\$4,641
Varsity Assistant	65%		\$4,310	6	\$25,857
MDS Head	50%		\$3,315	2	\$6,630
MDS Asst.	35%		\$2,321	5	\$11,602.50

**Volleyball**

Head		46.00	\$5,980	1	\$5,980
Head Varsity Asst.	70%		\$4,186	1	\$4,186
Varsity Assistant	65%		\$3,887	2	\$5,578
MDS Head	50%		\$2,990	2	\$5,980
MDS Asst.	35%		\$2,093	2	\$3,004

**Weights**

Head (Split Fall/Winter)		36.00	\$4,680	1	\$4,680
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**Wrestling**

Head		50.00	\$6,500	1	\$6,500
Head Varsity Asst.	70%		\$4,550	1	\$4,550
Varsity Assistant	65%		\$4,225	1	\$4,225
MDS Head	50%		\$3,250	1	\$3,250
MDS Asst.	35%		\$2,275	2	\$4,550

**ACADEMIC SUPPLEMENTALS****Band**

Head Director		55.00	\$7,150	1	\$7,150
Head Assistant	65%		\$4,648	1	\$4,648

	MDS Director	50%	\$3,575	1	\$3,575	
	Elem. Director	20%	\$1,430	1	\$1,430	
<b>Flags</b>						
	Head		22.00	\$2,860	1	\$2,860
<b>Band (Pep Band/Jazz Band)</b>						
	HHS Director		16.00	\$2,080	2	\$4,160
	MDS Director (Jazz)	50%		\$1,040	1	\$1,040
	MDS Orchestra (Jazz)	50%		\$1,040	1	\$1,040
<b>Debate</b>						
	Head		41.00	\$5,330	1	\$5,330
	Assistant	65%		\$3,464.50		\$3,464.50
<b>Drama</b>						
	Head		53.00	\$6,890	1	\$6,890
	Sponsor Assistant	65%		\$4,479	1	\$4,479
<b>Forensics</b>						
	Head		41.00	\$5,330	1	\$5,330
<b>Newspaper</b>						
	Head		14.00	\$1,820	1	\$1,820
<b>Orchestra</b>						
	HHS Director		29.00	\$3,770	1	\$3,770
	MDS Director	50%		\$1,885	2	\$3,770
<b>Scholastic Competitions</b>						
	HHS Head Sponsor		18.00	\$2,340	1	\$2,340
	Sponsor Assistant	65%		\$1,521	1	\$1,521
	MDS Sponsor Head	50%		\$1,170	1	\$1,170
<b>Vocal Music</b>						
	HHS Head Director		29.00	\$3,770	1	\$3,770
	MDS Director	50%		\$1,885	2	\$3,770
	Elem. Director	20%		\$754	6	\$5,316
<b>Vocational Sponsor</b>						
	Vocational A		18.00	\$2,340	14	\$32,760
<b>Yearbook</b>						
	HHS Head		28.00	\$3,640	1	\$3,640
	MDS Head	50%		\$1,820	1	\$1,820
<b>ACTIVITY SUPPLEMENTALS</b>						
<b>Briny Birds</b>						
	Head Sponsor		13.00	\$1,690	1	\$2,067
<b>Class Lead Sponsor</b>						
	Senior Class		4.00	\$520	1	\$460

<b>Key Club</b>						
	Head Sponsor		8.00	\$1,040	1	\$2,067
	Sponsor Assistant	65%		\$676	1	\$1,477
<b>National Honor Society</b>						
	Head Sponsor		8.00	\$1,040	1	\$880
<b>MDS Drill Team</b>						
	Head Sponsor		14.00	\$1,820	1	\$1,582
	Sponsor Assistant	65%		\$1,183	1	\$1,028
<b>Saltshakers</b>						
	Head Sponsor		28.00	\$3,640	1	\$3,640
<b>Student Council (Stuco)</b>						
	Head Sponsor		19.00	\$2,470	1	\$2,363
	Sponsor Assistant	65%		\$1,606	2	\$2,718
	MDS Sponsor	50%		\$1,235	2	\$2,470

<b>SERVICE SUPPLEMENTALS</b>
------------------------------

<b>Department Chair</b>						
	Elementary Music		14.00	\$1,820	1	\$1,820
	Elementary P.E.		14.00	\$1,820	1	\$1,820
<b>Mentor Teacher</b>						
	Mentor Teacher		5.00	\$1,000	5	\$5,000
<b>Performing Arts Center (PAC) -</b>						
	Director		46.00	\$5,980	1	\$5,980
	Director Substitute (\$25 per hour)					
<b>Scholastic Competition</b>						
	* Elem. Robotics		2.00	\$260	0	\$0
	* Elem. Future Prob. Solving		2.00	\$260	0	\$0
	* Elem. Math Olympiad		1.00	\$130	0	\$0
<b>Student Council (Stuco)</b>						
	* Elementary Sponsor		1.00	\$130	0	\$0

<b>FIXED SUPPLEMENTALS</b>
----------------------------

<b>Night Alternate School Coordinator</b>				\$7,500	1	\$7,500
<b>CTE Merged Program</b>				\$1,200	8	\$9,600
<b>SkillsUSA Lead Advisor</b>				\$500	1	\$500

Estimated Cost of the Success of Program & Extended Athletic Season Pay \$10,000

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**Total Estimated Cost to Schedule for 18-19 \$611,229**

*\*Supplementals furloughed until reinstated*

**Hutchinson Public Schools  
Job Description**

**Job Title:** Assistant Band Director  
**Department:** Supplemental  
**Reports To:** Building principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for the band program at Hutchinson High School.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Produce student band concerts.
- Maintain inventories of equipment, including uniforms, repair damaged equipment when possible.
- Select and prepare students to perform in the District Band Concert and other band contests including the ensembles and soloists.
- Coordinates other band performances, as appropriate, for district or community.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

The band director will supervise students at all times during concerts and when performing away from Hutchinson High School.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university degree; current State of Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** Assistant Coach  
**Department:** Supplemental  
**Reports To:** Head Coach, Activities Director  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** December 3, 2001  
**Original Approval:** Board of Education, June 24, 2002  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Assists Head Coach in carrying out the aims of the Athletic Program and policies of Hutchinson Public Schools, USD 308.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Includes the following: Other duties as assigned.

**Year-Round Responsibilities:**

- Have understanding knowledge of rules and regulations regarding his/her sport as presented in the KSHSAA handbook.
- Keep abreast of rules and rule changes of his/her sport.
- Keep abreast of new knowledge, innovative ideas, and techniques by attendance at clinics, workshops (approved by the district), and reading in his/her field.
- Assist head coach in carrying out his/her responsibilities.
- Perform other assigned tasks or duties as requested and needed.
- Attend all district (applicable) workshops and clinics.
- Follow all school district rules and regulations.

**Seasonal Responsibilities:**

1. Before the Season:
  - a. Assist the head coach in proper registration of all athletes.
  - b. Assist the head coach in making systematic issuance of athletic equipment.
  - c. Assist the head coach in providing accurate information needed to compile eligibility lists and other reports.
2. During the Season:
  - a. Assist in implementing "Athletic Policies" as outlined in the handbook for coaches.
  - b. Assume responsibility for constant care for equipment and facilities being used.
  - c. Assume supervisory control over athletes and teams assigned him/her and assume supervisory control over all athletes in the program when control is needed.
  - d. Be in regular attendance at practice sessions and contests.
  - e. Emphasize safety precautions and be aware of the best training and injury procedures.
  - f. Conduct himself/herself and his/her teams in an ethical manner during practice and contests.
  - g. Provide the head coach with information needed in making game reports and publicity releases.
  - i. Instruct his/her players concerning rules and rule changes, new knowledge, and innovative ideas and techniques.
  - h. Effectively prepare athletes for competition.
3. End of Season Responsibilities:
  - a. Assist in the return and inventory of school equipment.
  - b. Recommend athletes for letter awards.
  - c. Recommend facility maintenance and improvements.
  - d. Recommend equipment to be purchased.

**SUPERVISORY RESPONSIBILITIES**

Athletes.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**EDUCATION and/or EXPERIENCE and LICENSURE**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience; or recommendation from Director of Activities.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS**

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

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** Assistant Key Club Sponsor  
**Department:** Supplemental  
**Reports To:** Building Principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Assists with duties associated with sponsoring Key Club.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Coordinate with the Key Club Sponsor regarding assignment of responsibilities.
- Provide assistance for the annual membership drive in the fall of each school year.
- Prior to each monthly meeting, coordinate with board.
- Keep accurate records, including attendance at events and club meetings.
- Coordinate various community volunteer activities and supervise students as necessary.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Supervise students at activities sponsored by Key Club

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience; or recommendation from Director of Activities.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** Assistant Scholastic Competition  
**Department:** Supplemental  
**Reports To:** Building Principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Assists with the duties associated with the Scholastic Competition program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Coordinate with the Scholastic Competition Sponsor regarding assignment of responsibilities.
- Recruit students for Scholastic Competition.
- Supervise novice and junior varsity students during Scholastic Competition activities and practices.
- Maintain open communication with students and parents.
- Effectively prepare students for competition.
- Provide safe transportation to and from scholastic competitions.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Supervise students during practices times and competitions.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience; or recommendation from Director of Activities.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** Assistant Student Council Sponsor  
**Department:** Supplemental  
**Reports To:** Building Principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Assists with the duties associated with leading Student Council.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Coordinate with students and supervise during Student Council activities and meetings.
- Work with parent volunteers and community organizations when necessary.
- Make necessary community contacts to secure supplies, locations and other assistance.
- Assist in the promotion and ticket sales for Student Council activities, as necessary.
- Assist in the organization and help supervise events sponsored by Student Council, including Fall and Winter Homecoming.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Supervise students at Student Council sponsored activities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience; or recommendation from Director of Activities.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** Briny Birds  
**Department:** Supplemental  
**Reports To:** Building principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for all duties associated with sponsoring Briny Birds.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Coordinate students while planning Briny Birds activities, including both Homecoming weeks and pizza sales.
- Plan and supervise Briny Birds activities, including Joe's Dance and PowderPuff
- Order and distribute spirit items at high school activities.
- Contact volunteers to assist with supervision of activities when necessary
- Be accountable for all budgetary responsibilities associated with Briny Birds, including fundraising.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Supervise students at activities sponsored by Briny Birds.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience or recommendation from Director of Activities.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** Department Head  
**Department:** Supplemental  
**Reports To:** Building Principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Department Heads are responsible for the coordination of needs within their curricular area.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Keep abreast of new knowledge and techniques by attendance at conferences and workshops as approved by District and reading in his/her field - encourage others in the department to do the same.
- Understand the curriculum standards of which the department is accountable.
- Be accountable for budgetary responsibilities associated with the department.
- Maintain inventories of equipment as appropriate.
- Attend required district workshops and meetings.
- Participate in the professional growth of all employees in the department
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

None.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; Current Kansas Teaching License

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** Elementary Band Director  
**Department:** Supplemental  
**Reports To:** Building principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for the elementary band program at the building level.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Produce student music programs
- Select and prepare students to perform in the District Band Concert
- Coordinates other band performances, as appropriate, for district or community
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Assist with supervision of students at music programs.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university degree; current State of Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** Elementary Future Problem Solving  
**Department:** Supplemental  
**Reports To:** Building Principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for all duties associated with the Elementary Future Problem Solving program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Recruit students for Future Problem Solving.
- Supervise students during Future Problem Solving activities and practices.
- Maintain open communication with students and parents.
- Effectively prepare students for competition.
- Develop teamwork skills in students.
- Identify appropriate competitions and arrange for USD 308 participation.
- Provide safe transportation to and from competitions.
- Be accountable for all budgetary responsibilities associated with Future Problem Solving, including fundraising as needed.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Supervise Future Problem Solving participants at practices and during competitions.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**Hutchinson Public Schools  
Job Description**

**Job Title:** Elementary Math Olympiad  
**Department:** Supplemental  
**Reports To:** Building Principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for all duties associated with the Math Olympiad program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Recruit students for Math Olympiad.
- Supervise students during Math Olympiad activities and practices.
- Maintain open communication with students and parents.
- Effectively prepare students for competition.
- Identify appropriate competitions and arrange for USD 308 participation.
- Provide safe transportation to and from competitions.
- Be accountable for all budgetary responsibilities associated with Math Olympiad, including fundraising as needed.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Supervise Math Olympiad participants at practices and during competitions.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** Elementary Music Chairperson  
**Department:** Supplemental  
**Reports To:** Assistant Superintendent for Learning, Building principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for the coordination of needs within the elementary music department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Keep abreast of new knowledge and techniques by attendance at conferences and workshops as approved by District and reading in his/her field - encourage others in the department to do the same.
- Understand the curriculum standards of which the department is accountable.
- Be accountable for budgetary responsibilities associated with the department.
- Maintain inventories of equipment as appropriate.
- Participate in the professional growth of all employees in the department
- Assist in compiling assignments and schedules for elementary music staff
- Organize the 6<sup>th</sup> Grade Honor Choir for the District Choral Concert
- Schedule and conduct meetings of elementary music staff and chair elementary music curriculum committees
- Order elementary vocal music and materials
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

None.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university degree; current State of Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** Elementary Physical Education Chairperson  
**Department:** Supplemental  
**Reports To:** Assistant Superintendent for Learning, Building principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for the coordination of needs within the elementary physical education department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Keep abreast of new knowledge and techniques by attendance at conferences and workshops as approved by District and reading in his/her field - encourage others in the department to do the same.
- Understand the curriculum standards of which the department is accountable.
- Be accountable for budgetary responsibilities associated with the department.
- Maintain inventories of equipment as appropriate.
- Coordinate special events, including ordering necessary supplies, sponsored by the elementary physical education teachers.
- Attend required district workshops and meetings.
- Participate in the professional growth of all employees in the department.
- Assist in compiling assignments and schedules for elementary physical education staff
- Order physical education equipment and supplies
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

None.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university degree; current State of Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** Elementary Robotics  
**Department:** Supplemental  
**Reports To:** Building Principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for all duties associated with the Robotics program at the elementary level.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Recruit students for Robotics.
- Supervise students during Robotics activities and practices.
- Maintain open communication with students and parents.
- Effectively prepare students for competition.
- Develop teamwork skills in students.
- Identify appropriate competitions and arrange for USD 308 participation.
- Provide safe transportation to and from robotic competitions.
- Be accountable for all budgetary responsibilities associated with Robotics, including fundraising as needed.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Supervise Robotics participants at practices and during competitions.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** Elementary Student Council  
**Department:** Supplemental  
**Reports To:** Building Principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for all duties associated with Elementary Student Council.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Recruit and select students for Student Council.
- Supervise students during Student Council meetings and activities.
- Maintain open communication with students and parents.
- Be accountable for all budgetary responsibilities associated with Scholastic Competition, including fundraising as needed.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Supervise Student Council participants at meetings and activities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** Elementary Vocal Director  
**Department:** Supplemental  
**Reports To:** Building principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education,  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for the elementary music program at the building level.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Produce student music programs
- Select and prepare students to perform in the District Choral Concert
- Coordinates other vocal performances, as appropriate, for district or community
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Assist with supervision of students at music programs.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four year college or university degree; current State of Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** Head Band Director  
**Department:** Supplemental  
**Reports To:** Assistant Superintendent for Learning, Building Principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for the band program in Hutchinson Public Schools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Keep abreast of new knowledge and techniques by attendance at conferences and workshops as approved by District and reading in his/her field - encourage others in the department to do the same.
- Understand the curriculum standards of which the department is accountable.
- Arrange for transportation and lodging for the band as appropriate.
- Be accountable for budgetary responsibilities associated with the department, including bidding and ordering instruments.
- Maintain inventories of equipment, including uniforms, repair damaged equipment when possible.
- Participate in the professional growth of all employees in the department.
- Assist in compiling assignments and schedules for band teachers.
- Organize the District Band Concert.
- Schedule and conduct meetings of the band teachers.
- Order band music and materials, arrange for preparation of marching drill.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

The director of bands will supervise students at all times when performing away from Hutchinson High School.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university degree; current State of Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** Head Coach  
**Department:** Supplemental  
**Reports To:** Building Principal, Activities Director  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** December 12, 2001  
**Approved By:** Board of Education, June 24, 2002  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

To carry out the aims of the Athletic Program and policies of Hutchinson Public Schools, USD #308.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**Year-Round Responsibilities:**

- Keep abreast of new knowledge and techniques by attendance at clinics and workshops as approved by District, and reading in his/her field - encourage his/her assistant coach to do same.
- Have understanding knowledge of rules and regulations.
- Keep abreast of rules and rule changes of his/her sport.
- Implement proper procedures for out-of-season practices and camps, according to the KSHSAA.
- Head high school coach should work to develop program continuity 7-12.
- Perform other assigned tasks or duties as requested and needed.
- Attend all district workshops and clinics.
- Follow all school district rules and regulations.

**Seasonal Responsibilities:**

1. Before the Season:
  - a. Notify students of important times for their activities (physicals, sign-ups, check out, etc.)
  - b. Arrange for the payment of all necessary fees and keep accurate records.
  - c. Augment the accident reporting and insurance procedures.
  - d. Provide accurate information needed to compile eligibility lists and other reports.
  - e. Prepare and post an emergency phone list.
  - f. Clarify to athletes the Letter Award Policy.
  - g. Arrange for a systematic issuance of school equipment and preparation of facilities.
2. During the Season:
  - a. Implement "athletic policies" as outlined in the Handbook for Coaches.
  - b. Provide information for transportation, officials and game management.
  - c. Be in regular attendance at practice sessions and contests.
  - d. Emphasize safety precautions and be aware of the best training and injury procedures.
  - e. Conduct himself/herself and his/her teams in an ethical manner during practice and contests.
  - f. Instruct his/her players concerning rules and rule changes, new knowledge, and innovative ideas and techniques.
  - g. Effectively prepare athletes for competition.
3. End of Season Responsibilities:
  - a. Arrange for the systematic return of all school equipment and hold the athlete responsible for all equipment not returned.
  - b. Arrange for the issuance of Letter and special awards earned after having the list of students receiving Letters and Awards approved as directed by the Building Principal and the Awards Director.
  - c. Arrange for cleaning, sorting, and inventory of all equipment and be accountable for all missing equipment.
  - d. Arrange for the care and maintenance of his/her facility by making recommendations concerning additions and improvements.
  - e. Making recommendations concerning equipment needed to be purchased or repaired.
  - f. Submit recommendations for next years' season or practice schedule.

**SUPERVISORY RESPONSIBILITIES**

Assistant Coach(es) and all athletic teams.



**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience; or recommendation from Director of Activities

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** HHS Debate  
**Department:** Supplemental  
**Reports To:** Building Principal, Activities Director  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for all areas associated with Debate.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School-Term Responsibilities:**

- Keep abreast of new knowledge and techniques by attendance at clinics and workshops as approved by District, and reading in his/her field - encourage his/her assistant coach to do same.
- Have understanding knowledge of rules and regulations.
- Effectively prepare students for competition.
- Arrange in advance for transportation for students to competitions.
- Be in regular attendance at practice sessions and contests.
- Conduct himself/herself and his/her teams in an ethical manner during practice and contests.
- Be accountable for all budgetary responsibilities associated with Debate.
- Perform other assigned tasks or duties as requested and needed.
- Follow all school district rules and regulations.

**SUPERVISORY RESPONSIBILITIES**

Supervise Assistant Coach, if applicable, and all Debate teams during practices and competitions.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university degree; current State of Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** HHS Drama  
**Department:** Supplemental  
**Reports To:** Building Principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for all duties associated with student plays, including sponsoring the Thespians.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Coordinate with students and supervise during play activities, trips and meetings.
- Perform all duties as related to the organization and production of plays.
- Sponsor the Thespian club.
- Work with the Vocal Music instructor to produce the high school musical
- Be accountable for all budgetary responsibilities associated with the drama program, including requisitions.
- Make necessary community contacts to secure supplies and other assistance.
- Assist in the promotion and ticket sales for activities.
- Organize and supervise fundraiser activities.
- Attend conferences and workshops as necessary to remain current with changing trends in drama.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Supervise students as necessary outside the school day, including play practice and set building.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; Current Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** HHS Forensics  
**Department:** Supplemental  
**Reports To:** Building Principal, Activities Director  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for all areas associated with Forensics.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School-Term Responsibilities:**

- Keep abreast of new knowledge and techniques by attendance at clinics and workshops as approved by District, and reading in his/her field - encourage his/her assistant coach to do same.
- Have understanding knowledge of rules and regulations.
- Effectively prepare students for competition.
- Arrange in advance for transportation for students to competitions.
- Be in regular attendance at practice sessions and contests.
- Conduct himself/herself and his/her teams in an ethical manner during practice and contests.
- Be accountable for all budgetary responsibilities associated with Forensics.
- Perform other assigned tasks or duties as requested and needed.
- Follow all school district rules and regulations.

**SUPERVISORY RESPONSIBILITIES**

Supervise Assistant Coach, if applicable, and all Forensics teams during practices and competitions.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university degree; current State of Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** HHS Lead Senior Class Sponsor  
**Department:** Supplemental  
**Reports To:** Building Principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for all duties associated with the senior class, including the Senior Prom.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Coordinate with students and supervise during class activities and meetings.
- Work with parent volunteers for the purpose of supervision during fundraising and class activities
- Be accountable for all budgetary responsibilities associated with the senior class, including requisitions.
- Make necessary community contacts to secure supplies, locations and other assistance.
- Assist in the promotion and ticket sales for class activities.
- Organize and supervise fundraiser activities.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Supervise students at activities sponsored by the senior class, including Prom.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; Current Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Hutchinson Public Schools Job Description

**Job Title:** HHS Orchestra  
**Department:** Supplemental  
**Reports To:** Building principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

### **SUMMARY**

Responsible for the orchestra program at Hutchinson High School.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

#### **School Term Responsibilities:**

- Produce student orchestra programs.
- Select and prepare students to perform in contests and festivals outside the school district, including soloists and ensembles.
- Coordinates other orchestra performances, as appropriate, for district or community
- Keep abreast of new knowledge and techniques by attendance at conferences and workshops as approved by District and reading in his/her field
- Arrange for transportation and lodging for the orchestra as appropriate.
- Be accountable for budgetary responsibilities associated with the department, including bidding and ordering instruments and fundraising.
- Maintain inventories of equipment, repair damaged equipment when possible.
- Organize the District Orchestra Concert.
- Order orchestra music and materials.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

### **SUPERVISORY RESPONSIBILITIES**

The orchestra director will supervise students at all times during concerts and when performing away from Hutchinson High School.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Four-year college or university degree; current State of Kansas Teaching License.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **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.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Hutchinson Public Schools Job Description

**Job Title:** HHS Pep Band  
**Department:** Supplemental  
**Reports To:** Building principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

### **SUMMARY**

Responsible for the all areas associated with coordinating the pep band at Hutchinson High School.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

#### **School Term Responsibilities:**

- Schedule opportunities for the pep band to practice.
- Select and prepare students to perform in the pep band.
- Schedule performances for pep band during the regular athletic season.
- Coordinate with the Director of Activities to schedule performances for athletic teams during their post-season competitions.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

### **SUPERVISORY RESPONSIBILITIES**

Supervise pep band members during before school practices, performances and on road trips.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE and LICENSURE**

Four year college or university degree; current State of Kansas Teaching License.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **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.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** HHS Salt Shakers  
**Department:** Supplemental  
**Reports To:** Building Principal, Activities Director  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

To carry out the aims of the Athletic Program and policies of Hutchinson Public Schools, USD #308.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**Year-Round Responsibilities:**

- Keep abreast of new knowledge and techniques by attendance at camps, clinics and workshops as approved by District
- Implement rules and regulations as stated in Salt Shaker Constitution
- Keep abreast of rules and rule changes
- Implement proper procedures for out-of-season practices and camps, according to the KSHSAA.
- Oversee the tryout and selection process annually.
- Perform other assigned tasks or duties as requested and needed.
- Follow all school district rules and regulations.

**Seasonal Responsibilities:**

1. Before the Season:
  - a. Notify students of important times for their activities (physicals, sign-ups, check out, etc.)
  - b. Arrange for the payment of all necessary fees and keep accurate records.
  - c. Augment the accident reporting and insurance procedures.
  - d. Provide accurate information needed to compile eligibility lists and other reports.
  - e. Prepare and post an emergency phone list.
  - f. Clarify to athletes the Letter Award Policy.
  - g. Arrange for a systematic issuance of school equipment and preparation of facilities.
2. During the Season:
  - a. Implement "athletic policies" as outlined in the Handbook for Coaches.
  - b. Be in regular attendance at practice sessions and contests.
  - c. Emphasize safety precautions and be aware of the best training and injury procedures.
  - d. Conduct himself/herself and his/her teams in an ethical manner during practice and contests.
  - e. Instruct his/her players concerning rules and rule changes, new knowledge, and innovative ideas and techniques.
  - f. Effectively prepare students for performances.
3. End of Season Responsibilities:
  - a. Arrange for the systematic return of all school equipment and hold the athlete responsible for all equipment not returned.
  - b. Arrange for the issuance of Letter and special awards earned after having the list of students receiving Letters and Awards approved as directed by the Building Principal and the Activities Director.
  - c. Arrange for cleaning, sorting, and inventory of all equipment and be accountable for all missing equipment.
  - d. Arrange for the care and maintenance of his/her facility by making recommendations concerning additions and improvements.
  - e. Making recommendations concerning equipment needed to be purchased or repaired.
  - f. Submit recommendations for next years' season or practice schedule.

**SUPERVISORY RESPONSIBILITIES**

Sponsor is responsible for Salt Shaker team members during practices and performances and at all times while away from Hutchinson.



**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university degree and current State of Kansas Teaching License; or six months to one year related experience and/or training; or equivalent combination of education and experience; or recommendation from Director of Activities.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** HHS Student Council Sponsor  
**Department:** Supplemental  
**Reports To:** Building Principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for all duties associated with Student Council.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Coordinate with students and supervise during Student Council activities and meetings.
- Work with parent volunteers and community organizations when necessary.
- Be accountable for all budgetary responsibilities associated with Student Council.
- Make necessary community contacts to secure supplies, locations and other assistance.
- Assist in the promotion and ticket sales for Student Council activities, as necessary.
- Organize and supervise events sponsored by Student Council, including Fall and Winter Homecoming
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Supervise all students during Student Council sponsored activities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; current Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** HHS Vocal Director  
**Department:** Supplemental  
**Reports To:** Building principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for the vocal music program at the high school level.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Produce student music programs, including concerts and Spring Carousel.
- Prepare students to perform in the District Choral Concert and KMEA.
- Select and prepare students for contests including soloists and small groups.
- Perform all duties as related to the organization and production of the annual musical while coordinating with the Drama instructor.
- Coordinates other vocal performances, as appropriate, for district or community
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

The vocal music director will supervise students at all times during concerts and when performing away from Hutchinson High School.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Four-year college or university degree; current State of Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** HHS Yearbook Sponsor  
**Department:** Supplemental  
**Reports To:** Director of Vocational Technology  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Supervise the production of the HHS yearbook to include all phases, both students and business-orientated requirements to assure its production on a timely basis.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Keep abreast of new software knowledge and techniques by attendance at conferences and workshops as approved by the District.
- Understand the curriculum standards of which the department is accountable.
- Be accountable for budgetary responsibilities associated with the department, including the sale of yearbooks.
- Maintain inventories of equipment as appropriate, including computers, cameras and darkroom equipment.
- Solicit and maintain contacts within the community for advertising revenue.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Supervise students as necessary on field trips and outside school hours.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; current Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** Key Club Sponsor  
**Department:** Supplemental  
**Reports To:** Building Principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for all duties associated with sponsoring Key Club.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Supervise the annual membership drive in the fall of each school year and maintain club membership roster.
- Prior to each monthly meeting, coordinate with board and prepare agenda.
- Keep accurate records, including attendance at events and club meetings.
- Coordinate various community volunteer activities and supervise students as necessary
- Be accountable for all budgetary responsibilities associated with Key Club.
- Annually attend the Key Club District Convention.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Supervise the Assistant Key Club sponsor and all students at Key Club activities

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience; or recommendation from Director of Activities.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** MDS Assistant Drill Team  
**Department:** Supplemental  
**Reports To:** Building principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Coordinate with the head drill team sponsor at the middle school level.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Assist in the selection of students to be on the drill team.
- Assist with practices and the instruction of dance routines.
- Keep abreast of new knowledge and techniques by attendance at clinics and workshops as approved by District and reading in his/her field.
- Supervise students at events when performing.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

The assistant drill team sponsor will supervise team members at all times during practices and performances.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience; or recommendation from Director of Activities.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** MDS Band Director  
**Department:** Supplemental  
**Reports To:** Building principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for the band program at the middle school level.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Produce student band concerts.
- Select and prepare students to perform in the District Band Concert.
- Select and prepare students for the invitational music festival including the band, ensembles and soloists.
- Coordinates other band performances, as appropriate, for district or community, including the State Fair Parade.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

The band director will supervise students at all times outside the school day and when performing away from Hutchinson Middle School.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university degree; current State of Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** MDS Head Drill Team  
**Department:** Supplemental  
**Reports To:** Building principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for the drill team at the middle school level.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Select students to be on the drill team.
- Coordinate practices and teach numerous dances
- Keep abreast of new knowledge and techniques by attendance at clinics and workshops as approved by District, and reading in his/her field - encourage his/her assistant coach to do same.
- Provide opportunities for drill team to perform, including middle school athletic contests
- Supervise students at events when performing
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**EDUCATION and/or EXPERIENCE and LICENSURE**

The drill team sponsor will supervise the assistant drill team sponsor, if applicable, and team members at all times during practices and performances.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience; or recommendation from Director of Activities.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**Hutchinson Public Schools  
Job Description**

**Job Title:** MDS Jazz Band  
**Department:** Supplemental  
**Reports To:** Building principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education,  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for the jazz band program at the middle school level.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Produce student jazz band concerts.
- Arranges practice times outside the school day.
- Prepare students for the invitational music festival
- Coordinates other jazz band performances, as appropriate, for district or community.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

The jazz band director will supervise students at all times outside the school day and when performing away from Hutchinson Middle School.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four year college or university degree; current State of Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** MDS Orchestra  
**Department:** Supplemental  
**Reports To:** Building principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for the orchestra music program at the middle school level.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Produce student music programs
- Select and prepare students to perform in the District Orchestra Concert
- Coordinates other orchestra performances, as appropriate, for district or community
- Prepare students for the music festival and the Western Kansas Orchestra Festival including ensembles and soloists
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

The orchestra director will supervise students at all times outside the school day when performing away from Hutchinson Middle School.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university degree; current State of Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** MDS Vocal  
**Department:** Supplemental  
**Reports To:** Building principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** March 29, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for the secondary music program at the middle school level.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Produce winter and spring music concerts
- Select and prepare students to perform in the District Choral Concert
- Select and prepare students for the invitational music festival including the choir, ensembles and soloists
- Coordinates other vocal performances, as appropriate, for district or community
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

The choir director will supervise students at all times outside the school day and when performing away from Hutchinson Middle School.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four year college or university degree; current State of Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** MDS Yearbook Sponsor  
**Department:** Supplemental  
**Reports To:** Building principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for planning, producing and evaluating the middle school yearbook on an annual basis.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Keep abreast of new software knowledge and techniques by attendance at conferences and workshops as approved by the District.
- Work collaboratively with teachers in the middle school.
- Take a variety of pictures at student activities.
- Produce the yearbook, including text and layout design, according to local moral expectations.
- Be accountable for budgetary responsibilities associated with the yearbook.
- Maintain inventories of equipment as appropriate, including computers and cameras.
- Solicit and maintain contacts within the community for advertising revenue.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Supervise students as necessary on field trips and outside school hours.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; current Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** National Honor Society Sponsor  
**Department:** Supplemental  
**Reports To:** Building Principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for all duties associated with sponsoring National Honor Society (NHS).

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Coordinate with students and supervise during National Honor Society activities and meetings, including graduation.
- Recruit and maintain a faculty advisory board.
- Oversee the process by which new National Honor Society members are selected.
- Work with local organizations on community service projects.
- Be accountable for all budgetary responsibilities associated with National Honor Society.
- Perform tasks necessary to renew annual charter.
- Organize and supervise the National Honor Society induction ceremony.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Supervise NHS students at activities sponsored by NHS.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; Current Kansas Teaching License

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Hutchinson Public Schools Job Description

**Job Title:** MDS Student Council Sponsor  
**Department:** Supplemental  
**Reports To:** Building Principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

### **SUMMARY**

Responsible for all duties associated with Student Council at the middle school level.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

#### **School Term Responsibilities:**

- Coordinate with students and supervise during Student Council activities and meetings.
- Work with parent volunteers and community organizations when necessary.
- Be accountable for all budgetary responsibilities associated with Student Council.
- Assist in the promotion and ticket sales for Student Council activities, as necessary.
- Organize and supervise events sponsored by Student Council.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

### **SUPERVISORY RESPONSIBILITIES**

Supervise all students during Student Council sponsored activities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience; or recommendation from Director of Activities.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **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.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** Newspaper Sponsor  
**Department:** Supplemental  
**Reports To:** Director of Vocational Technology  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Provide instruction, direction and student support to produce a quality, inoffensive school newspaper following accepted Journalism standards in a timely manner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Keep abreast of new software knowledge and techniques by attendance at conferences and workshops as approved by the District.
- Understand the curriculum standards of which the department is accountable.
- Be accountable for budgetary responsibilities associated with the department.
- Assure high quality Journalism standards by personally proofreading all script prior to publication for the general public.
- Maintain inventories of equipment as appropriate, including computers, cameras and darkroom equipment.
- Solicit and maintain contacts within the community for advertising revenue.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Supervise students as necessary on field trips and outside school hours.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; current Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** Scholastic Competition  
**Department:** Supplemental  
**Reports To:** Building Principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for all duties associated with the Scholastic Competition program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Recruit students for Scholastic Competition.
- Supervise students during Scholastic Competition activities and practices.
- Maintain open communication with students and parents.
- Effectively prepare students for competition.
- Identify appropriate competitions and arrange for USD 308 participation.
- Provide safe transportation to and from scholastic competitions.
- Be accountable for all budgetary responsibilities associated with Scholastic Competition, including fundraising as needed.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Supervise Assistant Scholastic Competition sponsor and Scholastic Competition participants at practices and during competitions.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**Hutchinson Public Schools  
Job Description**

**Job Title:** Vocational Sponsor  
**Department:** Supplemental  
**Reports To:** Director of Vocational Technology  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Provide leadership activities at local, district and state levels through the Career and Technical Student Organization related to the program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Sponsors will provide a minimum of 3 leadership opportunities that are integrated through CTSO's throughout the year.
- Provide opportunities for students to obtain leadership skills through membership and involvement in local chapters.
- Support and encourage students to run for state officer positions within the CTSO.
- Understand the curriculum standards as applied to CTSO's associated with the department, including fundraisers and membership dues.
- Appropriate paper work will be on file with and approved by Vocational Administration prior to completion/implementation of all activities, speakers, programs, projects and news articles.
- Be accountable for budgetary responsibilities as applied to CTSO's associated with the department, including fundraisers and dues.
- Supervise students as necessary on trips at local, district, state and national levels during and outside school hours.
- Sponsors will provide a proposed calendar of events for the upcoming school year.
- Documentation will be maintained as required by the State of Kansas Department of Vocational Education
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Sponsors are responsible to supervise students during overnight trips for State and National Conferences.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university program certificate; current Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Hutchinson Public Schools  
Job Description**

**Job Title:** Weight Program  
**Department:** Supplemental  
**Reports To:** Building principal and Activities Director  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 1, 2006  
**Approved By:** Board of Education  
**Reviewed/Updated:** April 25, 2011, August 10, 2015

**SUMMARY**

Responsible for the administration of the extracurricular weight program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

**School Term Responsibilities:**

- Keep abreast of new knowledge and techniques by attendance at clinics and workshops as approved by District.
- Supervise athletes in the weight room and during other conditioning activities.
- Instruct students in the proper lifting techniques to help ensure safety and avoid injuries
- Develop a weight/conditioning program that will aide in the development of those participating.
- Follow all school district rules and regulations.
- Perform other assigned tasks or duties as requested and needed.

**SUPERVISORY RESPONSIBILITIES**

Supervise all students while participating in all facets of the weight program.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE and LICENSURE**

Four-year college or university degree; current State of Kansas Teaching License.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hutchinson Public Schools  
Supplemental Corrective Action Form

Sponsor Name: \_\_\_\_\_ Supplemental: \_\_\_\_\_

Summary of concern:

Steps for improvement:

Date improvement plan ends: \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator signature: \_\_\_\_\_

## ACRONYMS

CTSO – Career and Technical Student Organization

HHS – Hutchinson High School

MDS – Middle School

ELEM - Elementary

NEA – National Education Association

USD- Unified School District