

Bethel School District #52
Administrative Rule

GBCC. RECRUITMENT, APPOINTMENT, AND TRANSFER OF ADMINISTRATIVE AND SUPERVISORY EMPLOYEES BELOW THE RANK OF SUPERINTENDENT

PROFESSIONAL PERSONNEL POSITIONS

SCHOOL PRINCIPAL

Qualifications

Each school principal shall hold a master's degree from an accredited institution with preparation in school administration and supervision. The principal shall hold a valid Oregon teaching and an administrative license for the level assigned.

Duties

1. The principal is bound by the adopted Teacher Code of Ethics and is responsible for the administration of the building and shall enforce the policies of the Board and the rules set forth by the Superintendent. A staff handbook shall be part of the organizational procedures of each building.
2. The principal shall develop a building plan that provides the continual evaluation of program, curriculum, and teaching methods. The site council may aid the principal in development of policies and in recommending curriculum and procedural changes.
3. The principal shall establish school rules.
4. The principal is responsible for supervising the upkeep of the building.
5. The principal shall not allow private use of furniture or equipment without approval of the Superintendent.
6. The principal shall establish the necessary procedures to provide the reports and records necessary for the operation of the program.
7. The principal shall supervise the established accounting procedure for student body receipts and disbursements. All accounts will be audited yearly.
8. The principal shall follow the adopted procedures for staff evaluation and shall submit to the Superintendent a report on the status of each teacher relative to achievement, performance, and fitness for the position held. This evaluation shall be done in accordance with the established evaluation procedures.
9. The principal is responsible for the control of the school's budget and distribution of supplies.
10. All materials, supplies, and equipment must be requisitioned as outlined in the District purchasing guidelines.
11. The principal shall hold regular and well-planned faculty meetings. Agendas should be prepared and distributed for these meetings. A copy of the agenda is to be turned in to the Superintendent's office.
12. The principal, or designee, shall be present when pupils are interrogated by individuals not affiliated with the district, except where excluded by law.
13. The principal shall be responsible for organizing the playground, lunchroom and lunchtime activities.
14. The principal shall be responsible for the conduct of the pupils in the school and shall enforce the student conduct code.
15. The principal shall be responsible for the following:
 - a. Fire drills at least once a month
 - b. School activities
 - c. Coordination of parent-teacher activities
 - d. Teacher meetings

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e. School exhibits

16. The principal may perform other duties as assigned by the Superintendent of Schools.

17. The principal, when required to be away from the school for extended periods, shall designate another employee to be in charge of the building.

ASSISTANT PRINCIPALS - ELEMENTARY, MIDDLE SCHOOL, AND SECONDARY

Each assistant principal shall hold a master's degree from an accredited institution with preparation in school administration and supervision. The assistant shall hold valid Oregon teaching and administrative licenses for the level assigned. The assistant shall have a minimum of three years teaching experience.

SUBSTITUTE TEACHERS

Lists of approved substitutes will be compiled by the Lane E.S.D. and distributed to each building. It is the duty of the building principals to secure the services of substitutes when needed by utilizing the district "sub-caller" when appropriate.

Substitute teachers shall:

- have valid teaching licenses filed the Lane E.S.D.;
- carry out duties of regular teachers as nearly as possible, as well as other assigned duties; and,
- be paid according to the rate as established annually by the State of Oregon.

INTERVENTION COUNSELOR

Qualifications

An intervention counselor shall hold a master's degree from an accredited institution with training in the area of counseling psychology, and shall hold a valid Oregon teaching license or an Oregon certificate of accomplishment. The intervention counselor shall have had experience in working with school age children in a practicum or work setting. Duties in addition to the normal and usual expectations for district staff, the intervention counselor shall specifically do the following:

1. conduct and arrange in-service for staff at schools to meet the needs of students at risk;
2. conduct investigations or interviews with students and parents that have been referred by staff or any other group of individuals, indicating an at-risk condition;
3. develop a network with community agencies that have services for students at-risk;
4. search out and locate grants for funds that are available to serve at-risk students;
5. participate in groups that discuss and set direction for the community in dealing with substance and chemical abuse;
6. coordinate staffings for at-risk students;
7. provide leadership in developing support groups for students;
8. lead in the development of appropriate educational materials for students who are at-risk;
9. assist in the development of curriculum to meet the special needs of students at-risk; and,
10. conduct needs assessments in the school and the community.

SCHOOL NURSE

Shall lead Health Assessments and Screenings in the following areas:

Vision Screening and Conservation

1. Organizes mass screening in the fall, grades 1-12
2. Screens new students during school year with help of aide, grades 1-8
3. Sends vision referrals to home via home visits, letter, or telephone as appropriate
4. Serves as liaison between families and Lion's Club

Dental Screening and Conservation

1. Organizes mass screening in the fall, grades 1-12

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2. Sends dental referrals to home via home visits, letter, or telephone as appropriate
3. Serves as a liaison between families and Elks Dental Clinic
4. Coordinates dry brushing, fluoride swish-swash program, grades 1-5

Scoliosis Screening

1. Screens all students, grades 6-8, and those to be followed from previous years, grades 9-10
2. Makes parent contact via letter for those referred for second screening
3. Arranges second scoliosis screening with orthopedic specialist
4. Contacts parents of those referred for further care
5. Serves as liaison between parents, doctor, and CCD for care

Hearing Screening and Conservation

1. Participates in cooperative planning between student, parent, and hearing and speech specialist
2. Assists hearing and speech pathologist for yearly screening
3. Assists hearing and speech pathologist on referrals to parents and physician follow-up

General Health Status

1. Evaluates general and physical development
2. Obtains medical status report yearly at time of enrollment for each student
3. Periodically reviews health status of student with identified health problems and refers when necessary, i.e., bee sting letter, epilepsy, diabetes, allergies

Emotional and Mental Health Assessments in cooperation with personnel

1. View mental health as integral part of physical health
2. Counsels students, families, school personnel regarding this relationship

Safety and Accident Prevention and Correction

1. Provides supplementary emergency care for students and school personnel
2. Keeps constantly aware of safety of school facilities
3. Inspects school facilities when requested

Communicable Disease Prevention and Control

1. Inspects potential disease carriers
 - a. Is constantly alert for symptoms of communicable disease
 - b. Excludes students for communicable disease
2. Coordinates Immunization Program
 - a. Includes kindergarteners
 - b. Includes out of state students
3. Educates school personnel and community

Health Education

1. Relates health information to school, home, community
2. Serves as resource person
3. Teaches Nurses Aide Course at senior high school
4. May teach related material in all other grades upon request

Health Counseling

1. Interprets individual health problems of students during teacher-nurse conferences
2. Interprets individual health problems during student-nurse conferences
3. Interprets individual health problems of students during parent-nurse conferences

School and Community Health

1. Assure that school health services are integrated into the community health program
2. Cooperates and works with agencies -- local and state
3. Cooperates and works with local medical and dental people
4. Maintains effective public relations

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Evaluation of School Nursing Services

1. Analyzes health status records
2. Reviews published research
3. Reviews communication effectiveness

Professional Responsibility

1. Complies with Codes of Ethics and Standards for the Nursing and Teaching professions;
2. Keeps current with health trends through literature, continuing education, participation in community and professional organizations.