

**ZANESVILLE BOARD OF EDUCATION  
REGULAR MEETING**

**November 20, 2018**

Mr. Bunting, Vice President called the meeting to order @ 5:30 p.m. Those answering roll call: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Mr. Swope was absent.

**#18-335                    APPROVAL OF BOARD MINUTES**

Mr. Curry moved and Mr. Coulson seconded that the Board of Education approves the minutes of the Zanesville Board of Education regular meeting on October 16, 2018.

Those voting aye: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

**#18-336                    REPORT OF THE TREASURER**

Mr. Coulson moved and Mr. Curry seconded to approve the following recommendations:

**October Financial Reports**

Approve the following financial reports:

- Financial report by fund
- Expenditure report
- Investment report

**Reconciliations**

Approve the following reconciliations:

- General and Payroll

**Monthly Financials – Zanesville Community High School**

Approve the October 2018 minutes, bank reconciliation and financial reports for the Zanesville Community High School.

**Supplemental Contract**

Approve the following supplemental contract for the 2018-2019 school year.

First Name	Last Name	Sport	Position	Year 2018-19	Class	Stipend
Doug	Baker	Wrestling	Junior Varsity Coach	4	VII	\$3,018.00

Those voting aye: Mr. Coulson, Mr. Curry, Mrs. French, Mr. Bunting. Vice President declared motion carried.

**#18-337                    RESIGNATION – EXTENDED DAY PROGRAM ADMINISTRATION**

Mr. Curry moved and Mr. Bunting seconded to approve the resignation of Steven Foreman as Extended Day Program Administrator for FY19 school year as of December 31, 2018 pending appropriate salary and benefit adjustments in accordance with the transfer to Assistant Superintendent.

Those voting aye: Mr. Curry, Mrs. French, Mr. Bunting, Mr. Coulson. Vice President declared motion carried.

**ZANESVILLE BOARD OF EDUCATION  
REGULAR MEETING**

**November 20, 2018**

**#18-338                    RESIGNATIONS - CLASSIFIED**

Mr. Curry moved and Mrs. French seconded to accept the resignation of Sherrie Saling as Bus Driver for Zanesville City Schools, effective October 30, 2018.

Accept the resignation of Karl Border as special needs van driver, effective October 21, 2018.

Accept the resignation of Nicole Stewart as Food Service personnel at National Road Elementary, effective October 16, 2018.

Accept the resignation of Michael Goins, bus aide for Zanesville City Schools, effective October 29, 2018.

Those voting aye: Mrs. French, Mr. Bunting, Mr. Coulson, Mr. Curry. Vice President declared motion carried.

**#18-339                    EMPLOYMENT – CERTIFICATED**

Mrs. French moved and Mr. Curry seconded to approve the following certificated personnel for the remainder of the 2018-2019 school year, pending appropriate certification requirements and background checks. Salary to be pro-rated.

**Buchanan, Lori – 2<sup>nd</sup> Grade Teacher John McIntire Elementary**

<b>Experience:</b>	0	<b>College:</b>	Ohio University
<b>Effective Date:</b>	November 1, 2018	<b>Amount:</b>	BA

Those voting aye: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

**#18-340                    EMPLOYMENT – CLASSIFIED**

Mrs. French moved and Mr. Curry seconded to approve the employment of Karl Border as special needs Van Driver. Effective date of employment is August 31, 2018. Rate of pay will be MD Aide, Step 0, from the appropriate salary schedule, pending appropriate certification and background check.

Approve the employment of Judy Gaumer as 3 hour food services, at National Road Elementary, effective October 24, 2018, pending appropriate certification and background check. Rate of pay to be Cafeteria II, Step 0, from the appropriate salary schedule.

Approve the employment of Angela Saxton as 3 hour food services, at Zanesville High School, effective October 24, 2018, pending appropriate certification and background check. Rate of pay to be Cafeteria II, Step 0, from the appropriate salary schedule.

Approve the employment of Terry Harris as a Bus Driver for Zanesville City Schools, effective September 24, 2018, pending appropriate certification and background check. Rate of pay to be Transportation, Step 0, from the appropriate salary schedule.

Approve the employment of Tricia Reilly as a Bus Aide for Zanesville City Schools, effective November 7, 2018, pending appropriate certification and background check. Rate of pay to be Regular Aide, Step 0, from the appropriate salary schedule.  
motion carried.

**ZANESVILLE BOARD OF EDUCATION  
REGULAR MEETING**

**November 20, 2018**

Approve the employment of Kelsi Sheets as a Van Driver for Zanesville City Schools, effective November 7, 2018, pending appropriate certification and background check. Rate of pay to be MD Aide, Step 0, from the appropriate salary schedule.

Those voting aye: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

**#18-341                   EMPLOYMENT – PERMANENT SUBSTITUTE**

Mr. Curry moved and Mr. Bunting seconded to approve the following permanent substitutes, as and when needed, pending appropriate background checks for the 2018-2019 school year. Rate of pay will be \$80.00 per day.

<b>Permanent Substitutes</b>			
Breanne Fox			

Those voting aye: Mr. Coulson, Mr. Curry, Mrs. French, Mr. Bunting. Vice President declared motion carried.

**#18-342                   EMPLOYMENT – SUBSTITUTES/HOME INSTRUCTOR**

Mrs. French moved and Mr. Coulson seconded to approve the following substitutes, as and when needed, pending appropriate certification and background checks for the 2018-2019 school year.

<b>Substitute Aide/Bus Aide/Van Aide</b>			
Ellie Wolfe	Tamara Terrill	Stephanie Gebhart	

<b>Substitute Bus Driver</b>			
Amy Pieper	Tamara Terrill	Lisa Strong	

<b>Substitute Food Services</b>			
Sandra Pickett	Lisa Miller	Mandy Samson	

Approve the following home instructors, as and when needed, pending appropriate certification and background checks for the 2018-2019 school year.

<b>Home Instructors</b>			
Tina Denny			

Those voting aye: Mr. Curry, Mrs. French, Mr. Bunting, Mr. Coulson. Vice President declared motion carried.

**#18-343                   TRANSFER – CLASSIFIED**

Mr. Bunting moved and Mr. Curry seconded to approve the transfer of Nicole Stewart from 3 hour food service to van driver-Bridgeway route, effective October 16, 2018, pending background check and proper certification. Rate of pay is MD Aide, step 0 from the appropriate salary schedule.

Approve the transfer of Karl Border from special needs van driver to van aide-Bridgeway route, effective October 22, 2018, pending background check and proper certification. Rate of pay is regular aide, step 0 from appropriate salary schedule.

Those voting aye: Mrs. French, Mr. Bunting, Mr. Coulson, Mr. Curry. Vice President declared motion carried.

**ZANESVILLE BOARD OF EDUCATION  
REGULAR MEETING**

**November 20, 2018**

**#18-344                    EARLY GRADUATION – ZANESVILLE HIGH SCHOOL**

Mr. Curry moved and Mr. Coulson seconded to approve Beverly Sue Puryear, as a Zanesville High School graduate as of October 13, 2018. Beverly is in the 22+ program at Zanesville High School and has completed all graduation requirements.

Those voting aye: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

**#18-345                    21<sup>ST</sup> CENTURY AFTER SCHOOL TUTORS AND SUBSTITUTES**

Mr. Curry moved and Mr. Bunting seconded to approve the following personnel as 21<sup>st</sup> Century After-School Tutors for a portion of the 2018-2019 school year. Tutors will be funded through Federal Programs, at the rate of \$30 per hour plus fringes. Program operates from 3:10pm to 5:40pm each day per schedule, plus one hour paid planning time per day. 21<sup>st</sup> Century Coordinator will develop schedule of operation.

**Teachers:**

Heather Krause	Hillary McGee	Jodi Riggle	Kathy Stillwell	Karen Moore
Katie Sites	Carrie Stallard	Ashley Lucas	Sarah Gantzer	Emily Brady
Kim Farmer	Lauren France	Dianna Donahue	Kaleigh Harris	Lisa Clark
Melissa Nelson	Summer Bendle	Cathy Haynes	Brianna Mullett	Alisa Mumford
Danielle Gore	Samantha Tyson	Jim Baker		

**Approve Substitute Teachers as and when needed:**

**Substitute Teachers:**

Krista Decker	Alex Osborne
---------------	--------------

Those voting aye: Mr. Coulson, Mr. Curry, Mrs. French, Mr. Bunting. Vice President declared motion carried.

**#18-346                    21<sup>ST</sup> CENTURY AFTER-SCHOOL AIDES**

Mrs. French moved and Mr. Bunting seconded to approve the following personnel as 21<sup>st</sup> Century After-School Aides for a portion of the 2018-2019 school year. Aides will be funded through Federal Programs, at the rate of \$12 per hour plus fringes. Program operates from 3:10 pm to 5:40 pm each day per schedule. One aide will work each morning from 7:45am to 8:45am. 21<sup>st</sup> Century Coordinator will develop schedule of operation.

**Aides:**

Jennifer Myers	Kathy Foster	Dawn Dailey	Sally Haser	Janie Lewis
Becky Forsythe	Tammy Besser	Diana Martin	Gayla Ware	Tina McDonald
Stephanie Bunfill	Deb Davis	Angela Swingle	Tami Fike	Lacie Hittle

**Approve Substitute Aides as and when needed:**

**Substitute Aides:**

Toni James	Lisa Krouskoupf
------------	-----------------

Those voting aye: Mr. Curry, Mrs. French, Mr. Bunting, Mr. Coulson. Vice President declared motion carried.

**ZANESVILLE BOARD OF EDUCATION  
REGULAR MEETING**

**November 20, 2018**

**#18-347                    ZHS SITE COORDINATOR FOR TEEN TRENDSETTER PROGRAM  
FY19**

Mr. Curry moved and Mrs. French seconded to approve Nate Seekatz as the Zanesville High School site coordinator for the Barbara Bush Foundation for Literacy's Teen Trendsetter Program. The ZHS Site Coordinator will be responsible for signing high school students into the program, facilitating schedules/transportation, and serving as a liaison to the elementary site coordinators at a cost of \$1000 for the FY19 school year. Stipend will be paid from Dollar General Literacy Foundation Grant.

Those voting aye: Mrs. French, Mr. Bunting, Mr. Coulson, Mr. Curry. Vice President declared motion carried.

**#18-348                    VOLUNTEERS**

Mr. Curry moved and Mr. Bunting seconded to approve the following list of volunteers for the Zanesville City Schools for the 2018-19 school year pending appropriate backgrounds checks.

<b>Name</b>	<b>Building</b>	<b>Type</b>
Margaret Ritterbeck	JME	Community
Lori Geiger	JME	Parent
Robert Rodeheaver	JME	Parent
Karen Sommers	JME	Community
Audra Ladd	JME	Parent

Those voting aye: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

**#18-349                    ZHS CONCESSIONS**

Mr. Coulson moved and Mr. Curry seconded to approve a stipend for Carrie Bunting, Supervisor of Student Services at ZCHS, in the amount of \$4,500.00 for the management of ZHS Concessions for the 2018-2019 school year.

Approve a stipend for Allison Doyle, Secretary at JME, in the amount of \$4,500.00 for the management of ZHS Concessions for the 2018-2019 school year.

Those voting aye: Mr. Bunting abstained on Carrie Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

**#18-350                    PRESCHOOL EXTENDED DAY**

Mr. Curry moved and Mr. Bunting seconded to approve the following personnel to cover extended day duties for preschool at a pay rate of \$15 per hour.

Lisa Clark	Wendy Winland	Dawn Daily
------------	---------------	------------

Those voting aye: Mr. Coulson, Mr. Curry, Mrs. French, Mr. Bunting. Vice President declared motion carried.

**ZANESVILLE BOARD OF EDUCATION  
REGULAR MEETING**

**November 20, 2018**

**#18-351      AGREEMENT WITH HBS – HEALTHCARE BILLING SERVICES, INC.**

Mr. Bunting moved and Mr. Curry seconded the approval to enter into agreement with Healthcare Billing Services, Inc. (HBS) to act on behalf of the district in all areas dealing with Medicaid billing. This agreement will be ongoing, terminated by either party with a thirty day written notice. Charge will be billed monthly at 7% of the total Ohio Medicaid School Program receipts. Those voting aye: Mr. Curry, Mrs. French, Mr. Bunting, Mr. Coulson. Vice President declared motion carried.

**#18-352      CONTRACT - HVAC**

Mrs. French moved and Mr. Coulson seconded to approve a contract with Air Force One in the amount of \$36,088.00 to provide planned HVAC maintenance for 8 hours per week for the period November 1, 2018 through October 31, 2019.

Approve a contract with Air Force One in the amount of \$11,752.00 to provide planned HVAC controls maintenance for 4 hours every other week for the period November 1, 2018 through October 31, 2019.

Those voting aye: Mrs. French, Mr. Bunting, Mr. Coulson, Mr. Curry. Vice President declared motion carried.

**#18-353      PURCHASE OF PROPERTY**

Mr. Bunting moved and Mr. Curry seconded to authorize the execution of an agreement of purchase and sale with Bart A. Dingey for the purchase by the board of real property located at Harvard Street and Cornell Street in Zanesville, Ohio. Total purchase price is \$167,000.00.

Those voting aye: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

**#18-354      RESIGNATION – CLASSIFIED**

Mr. Bunting moved and Mr. Curry seconded to accept the retirement of Marion E. Krause Jr., Zanesville City School Grounds Crew Chief, effective December 31, 2018.

Those voting aye: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

**#18-355      EARLY GRADUATION – ZANESVILLE HIGH SCHOOL**

Mr. Bunting moved and Mr. Coulson seconded to approve Ashley Poling, as a Zanesville High School graduate as of July 30, 2018. Ashley was in the 22+ program at Mid-East Career Center and has completed all graduation requirements.

Those voting aye: Mr. Curry, Mrs. French, Mr. Bunting, Mr. Coulson. Vice President declared motion carried.

**#18-356      EMPLOYMENT - SUBSTITUTES**

Mr. Bunting moved and Mr. Curry seconded to approve the following substitutes, as and when needed, pending appropriate certification and background checks for 2018-2019 school year.

approve the following substitutes, as and when needed, pending appropriate certification and background checks for the 2018-2019 school year.

**ZANESVILLE BOARD OF EDUCATION  
REGULAR MEETING**

**November 20, 2018**

**Substitute Custodian**

Travis Campbell		
-----------------	--	--

Those voting aye: Mrs. French, Mr. Bunting, Mr. Culson, Mr. Curry. Vice President declared motion carried.

**#18-357 OIP COACH – ZCHS**

Mr. Coulson moved and Mr. Curry seconded to approve Carrie Bunting, Supervisor of Student Services at ZCHS, to serve as OIP Coach for the 2018-2019 school year. Rate of pay will be the same as ZCS Literacy/Math Coaches. This will be retroactive and paid with ZCHS funds. Prior approval given at the ZCHS November board meeting.

Those voting aye: Mr. Bunting abstained, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

**#18-358 STRS PICK-UP**

Mr. Curry moved and Mr. Bunting seconded to approve the following resolution:

Be it resolved, effective November 20, 2018, the Zanesville Board of Education agrees to pick up the total amount of employee contributions required by Section 3307.26, Revised Code, to be contributed by the Assistant Superintendent to STRS Ohio. The Zanesville Board of Education is permitted to pick up employee contributions pursuant to Section 3307.27, Revised Code, and Section 414(h)(2) of the Internal Revenue Code. These picked-up contributions, although designated as employee contributions, are being paid by the Zanesville Board of Education in lieu of employee contributions and shall be paid by the board as a fringe benefit in addition to the contract salary otherwise payable to the employee. These contributions shall be treated as additional compensation and included in salary for retirement purposes.

Employees in the group may not opt out of the picked-up contributions or elect to receive the contributed amounts directly instead of having them picked up by the Zanesville Board of Education and paid to STRS Ohio.

Those voting aye: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

**#18-359 NATURAL GAS CONTRACT**

Mr. Bunting moved and Mr. Curry seconded to authorize the purchase of competitive retail natural gas service from the lowest responsible bid submitted to META Solutions for the period commencing July 2020 and terminating no later than June 2025.

Those voting aye: Mr. Coulson, Mr. Curry, Mrs. French, Mr. Bunting. Vice President declared motion carried.

**#18-360 DISTRICT JOB DESCRIPTIONS FOR APPROVAL**

Mr. Curry moved and Mrs. French seconded to approve the attached job descriptions for Assistant Superintendent, Executive Director of Operations/Student Services, 21<sup>st</sup> Century Site Coordinator and Concession Stand Manager.

Those voting aye: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

**ZANESVILLE BOARD OF EDUCATION  
REGULAR MEETING**

**November 20, 2018**

**#18-361                    POLICIES ITEMS FOR ADOPTION**

Mr. Curry moved and Mr. Bunting seconded to approve the following policy Items for adoption:

- |         |   |
|---------|---|
| 2432    | Driver Education  |
| 2461    | Recording of District Meetings Involving Students and/or Parents    |
| 2623    | Student Assessment and Academic Intervention Services               |
| 3122.01 | Drug-Free Workplace   |
| 3217    | Weapons   |
| 4162    | Drug and Alcohol Testing of CDL License Holders                     |
| 4362    | Anti-Harassment   |
| 5517    | Anti-Harassment   |
| 5517.02 | Sexual Violence   |
| 5610    | Removal, Suspension, Expulsion, and Permanent Exclusion of Students |
| 5610.02 | In School Discipline  |
| 5610.03 | Emergency Removal of Students                                       |
| 5611    | Due Process Rights  |
| 6320    | Purchases   |
| 6325    | Procurement – Federal Grants/Funds                                  |
| 8141    | Mandatory Reporting of Misconduct by Licensed Employees             |
| 8403    | School Resource Officer   |

Approve the following guideline for adoption:

- |         |                               |
|---------|-------------------------------|
| 5610    | Suspension and Expulsion      |
| 5610.02 | In-School Discipline          |
| 5610.03 | Emergency Removal of Students |
| 8620    | Bus Driver Procedures         |

Those voting aye: Mr. Coulson, Mr. Curry, Mrs. French, Mr. Bunting. Vice President declared motion carried.

**#18-362                    EXECUTIVE SESSION**

Mr. Curry moved and Mr. Coulson seconded to go into executive session:

WHEREAS board of education and other governmental bodies are required by statute “to take official action and to conduct all deliberations upon official business only in open meetings, unless the subject matter is specifically exempted by law”;

WHEREAS “the minutes need only reflect the general subject matter of discussions in executive session”, and

WHEREAS the members of a public body may hold an executive session only at a regular or special meeting for the sole purpose of consideration of any of the matters set forth below.

NOW THEREFORE BE IT RESOLVED under the provisions of ORC 121.22 the board hereby enters executive session for the reason(s) herein stated:



**ZANESVILLE BOARD OF EDUCATION  
REGULAR MEETING**

**November 20, 2018**

  X   Personnel matters

  X   to consider the promotion or compensation of public employee(s) or officials

Time entered executive session: 6:31p.m.

Time returned to public session: 7:28p.m.

Those voting aye: Mr. Curry, Mrs. French, Mr. Bunting, Mr. Coulson. Vice President declared motion carried.

**#18-363                    SUPPLEMENTAL CONTRACTS**

Mr. Coulson moved and Mr. Curry seconded to approve the following supplemental resignations for the 2018-2019 school year, effective October 24, 2018.

<b>Name</b>	<b>Position</b>	<b>Reason</b>
Sarah Meadows	Varsity Assistant Girls Track Coach	Personal
Valencia Clark	Varsity Boys Tennis Coach	Personal
Cedric Harris	Assistant Boys Varsity Basketball	Transfer to new position
Kelvin Grimmatt	Assistant Girls Varsity Basketball	Transfer to new position

Approve the following supplemental contracts for the 2018-2019 school year.

<b>First Name</b>	<b>Last Name</b>	<b>Sport</b>	<b>Position</b>	<b>Year 2018-19</b>	<b>Class</b>	<b>Stipend</b>
Cedric	Harris	Basketball	Associate Head Boys Coach	0	V	\$4,024.00
Devin	Barnhouse	Basketball	Assistant Boys Varsity Basketball Coach	0	VI	\$3,018.00
Kelvin	Grimmett	Basketball	Associate Head Girls Varsity Basketball Coach	0	V	\$3,689.00
Nathan	Brownrigg	Football	Associate Head Coach	0	V	\$3,689.00
Nathan	Brownrigg	Football	August Practice	0	IX	\$1,174.00
Christian	Mason	Wrestling	8 <sup>th</sup> Grade Coach	0	VIII	\$1,677.00
Kyle	Woerner	Basketball	9 <sup>th</sup> Gr Boys Basketball- <b>Volunteer</b>			

<b>First Name</b>	<b>Last Name</b>	<b>Sport</b>	<b>Position</b>	<b>Year 2018-19</b>	<b>Classes</b>	<b>Stipend</b>
Stacey	Mohler	Robotics	JME Robotics Advisor	0	VIII	\$1,677.00
Sarah	Gantzer	Robotics	NRE Robotics Advisor	0	VIII	\$1,677.00
Rick	Mohler	Robotics	ZHS Robotics Advisor	3	VIII	\$3,689.00
Chris	Miller	Culture Club	ZHS Culture Club Advisor	0	X	\$838.00
Megan	Moore	Robotics	ZGE/I Robotics Advisor (1/2)	0	VIII	\$838.50

**ZANESVILLE BOARD OF EDUCATION  
REGULAR MEETING**

**November 20, 2018**

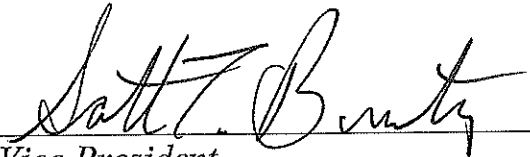
Ashley	Dolak	Robotics	ZGE/I Robotics Advisor (1/2)	0	VIII	\$838.50
Judy	Tolley	Yearbook	ZMS Yearbook Advisor	7	IX	\$1,677.00
Tami	Meaige	Robotics	ZMS Robotics Advisor	0	VIII	\$1,677.00


Those voting aye: Mr. Bunting, Mr. Coulson, Mr. Curry, Mrs. French. Vice President declared motion carried.

**#18-364      MEETING ADJOURNMENT**

Mr. Curry moved and Mr. Bunting seconded that the Zanesville City Schools Board of Education meeting is adjourned @7:29 p.m.

Those voting aye: Mrs. French, Mr. Bunting, Mr. Coulson, Mr. Curry. Vice President declared motion carried.

  
\_\_\_\_\_  
Vice President

  
\_\_\_\_\_  
Treasurer

**ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>EXECUTIVE DIRECTOR OF OPERATIONS/STUDENT SERVICES</b>	<b>REPORTS TO:</b>	<b>Superintendent</b>
---------------	--	--------------------	-----------------------

**TRAINING QUALIFICATIONS**

- Bachelor's degree or higher from an accredited college or university.
- Minimum of five years experience in education or business.
- And/or any additional qualifications, training or other credentials, as determined by the Board of Education.

**REQUIRED SKILLS AND ABILITIES**

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- **Leadership Ability:** Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- **Mathematics Skills:** Must have the ability to work with basic mathematical and computational concepts.
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- **Technology Skills:** Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

**JOB GOAL**

Responsible for all duties that are not directly related to instruction and student achievement including human resource management, marketing and admissions, school communications, school events and building management.

## **WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

## **DUTIES AND RESPONSIBILITIES**

1. Directs and manages the related services of the district and work with all departments to ensure the children of the district receive a high quality education.
2. Oversees the district's safety plan and ensure compliance with the appropriate laws, rules and policies.
3. Coordinates the implementation of laws, rules, regulations, and policies related to student services of the district.
4. Serves as a consultant and/or resource person to school personnel, students, parents, and various community members regarding all students and programs.
5. Attends staff, professional, and inter-agency meetings when appropriate.
6. Coordinates the development and implementation of safety procedures throughout the district.
7. Supervises the planning and providing of appropriate services to meet the needs of students entering the district.
8. Develops budget recommendations and provides expenditure control on the established budget for all departments.
9. Assists the EMIS Department in the monitoring billing for excess costs for special education students receiving services within this district who have a different district of residence.
10. Recommends to the superintendent, in consultation with building principals and special education coordinators, the number and type of special education staff required to meet all relevant state and Federal laws and necessary to meet the needs of each special education student as prescribed on his/her IPE.
11. Assists the building principals, on an as needed basis.
12. Coordinate with the Educational Service Center complete and cumulative individual records of all children in the district.
13. Coordinates contractual agreements with outside agencies providing services to any of our students.
14. Assumes responsibility for own professional growth and development, including new legal requirements; for keeping current with the literature, new research findings, and improved techniques; and for attending appropriate professional meetings and conventions.
15. Conducts on-going needs assessments, assists in the planning and evaluation of current services and plans appropriate services to meet the needs of students.
16. Supervises the Nurses and works with the District Leadership Team on health issues.
17. Supervises Attendance Office & works with attendance issues.
18. Coordinates home schooling and the return of home schoolers.

19. Works with the EMIS Department on the Civil Rights Reports due to the Federal Government as required by law.
20. Coordinates non-Special Education Home Instruction students.
21. Serves as hearing officer for suspension appeals.
22. Attends Board of Education meetings as requested by the superintendent. Interprets and administers the certified union contracts and board policies of the district as they pertain to employees.
23. Coordinates evaluation and recommended improvements to district policies related to personnel (codification).
24. Supervises processes for recruiting, selecting, and assigning the best-qualified and diverse workforce to all positions in the district including the tasks of background checks, interviews, posting, recommended appointments; plans and utilizes placement of workers in the most effective and efficient positions.
25. Facilitates recruitment and document flow for successful and unsuccessful candidates.
26. Recommends all assignments, transfers, dismissals, and promotion of all personnel.
27. Monitors education laws, rules, and regulations; oversees and/or updates administrative procedures to comply with legal mandates.
28. Maintains effective communications with staff to resolve problems.
29. Participates in employee hearing/grievance processes.
30. Assist in the development and coordination of the sections of the budget that pertain to personnel; reviews and analyzes composition and costs of the labor force.
31. Certifies employee classifications and salaries to the treasurer's office and maintains adequate records. Confers with principals and supervisors to determine building staffing needs based on variables such as enrollment, budget parameters and student needs; uses auditing processes to analyze structure, costs, in relationship to conditions of the economy (local, state, federal).
32. Participates in negotiations with bargaining unit to formulate strategy, salary schedules, benefits, and terms/conditions of employment and language issues.
33. Participates in regular labor/management, health, and/or other related HR committee meetings.
34. Keeps current on licensure changes and procedure.
35. Assist Treasurer with fiscal management by preparing and administering the district's personnel budget, including forecasting personnel expenditures; recommends cost saving measures.
36. Performs other duties as assigned by the superintendent.

TERMS OF EMPLOYMENT	260 Contract Days
---------------------	-------------------

**ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>ASSISTANT SUPERINTENDENT</b>	<b>REPORTS TO:</b>	<b>Superintendent</b>
---------------	---------------------------------	--------------------	-----------------------

**TRAINING QUALIFICATIONS**

- Master's degree, or higher, with a major in educational administration from an accredited college or university.
- At least ten years of successful experience in teaching, administrative, and/or supervisory fields.
- Valid local/city superintendent's certificate/license issued by the State of Ohio Department of Education.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REQUIRED SKILLS AND ABILITIES**

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- **Leadership Ability:** Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- **Mathematics Skills:** Must have the ability to work with basic mathematical and computational concepts.
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- **Technology Skills:** Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

**JOB GOAL**

To assist the Superintendent and supervise on a constant, ongoing basis the translation of the District's educational philosophy, goals, and objectives into active terms that directly benefits each individual student.

## **WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

## **DUTIES AND RESPONSIBILITIES**

### **1. Responsibilities:**

#### **a. Oversees district wide Title I and Special Programs**

- i. Assists in the district wide Curriculum and Instructional goals and objectives.
- ii. Oversees all collection, dissemination and analysis of district-wide data.
- iii. Oversees the district's Decision Framework and the organization of TBT, BLT and DLT meetings as it applies to the districts OIP (Ohio Improvement Plan) and the CCIP.
- iv. Oversees the district's Latchkey program; including staff and budget matters.
- v. Prepares all required accountability reports and monitors implementation of Title 1 programing and other Federal programs and grants.
- vi. Monitors Federal Grants programs and all School Improvement requirements.
- vii. Oversees implementation of grant funded programing.
- viii. Manages all Non-Public and Auxiliary budgets and programs including necessary reports.
- ix. Assists in the development of job embedded training opportunities.
- x. Works with outside vendors including the MVESC on contracts for services and budgetary matters.
- xi. Serves as the district's point of contact for eTPES.
- xii. Ensures cohesive articulation of professional development planning K-12.
- xiii. Assists in the implementation of 21st Century programing across grade levels and departments.
- xiv. Works collaboratively with all building principals and other district departments to ensure clear focus on the district's vision.
- xv. Oversees the district wide afterschool programs – 21st Century, Title 1, etc. and prepares any reports related to the programs.
- xvi. Provides periodic updates to the board of education at the superintendent's request.

#### **b. Oversees Human Resources**

- i. Interprets and administers the certified union contracts and board policies of the district as they pertain to employees.
- ii. Coordinates evaluation and recommended improvements to district policies related to personnel (codification).
- iii. Supervises processes for recruiting, selecting, and assigning the best-qualified and diverse workforce to all positions in the district including the tasks of background checks, interviews, posting, recommended appointments; plans and utilizes placement of workers in the most effective and efficient positions.

- iv. Facilitates recruitment and document flow for successful and unsuccessful candidates.
- v. Recommends all assignments, transfers, dismissals, and promotion of all personnel.
- vi. Monitors education laws, rules, and regulations; oversees and/or updates administrative procedures to comply with legal mandates.
- vii. Researches and develops policy and procedures through the use of NEOLA or other electronic board policy software; work with NEOLA to maintain, update and inform the district about policy, forms, and guideline changes; work with the superintendent and treasurer to review and approve board policy.
- viii. Maintains effective communications with staff to resolve problems.
- ix. Participates in employee hearing/grievance processes.
- x. Assist in the development and coordination of the sections of the budget that pertain to personnel; reviews and analyzes composition and costs of the labor force.
- xi. Certifies employee classifications and salaries to the treasurer's office and maintains adequate records of personnel including HQT for certificated staff.
- xii. Confers with principals and supervisors to determine building staffing needs based on variables such as enrollment, budget parameters and student needs; uses auditing processes to analyze structure, costs, in relationship to conditions of the economy (local, state, federal).
- xiii. Participates in negotiations with bargaining unit to formulate strategy, salary schedules, benefits, and terms/conditions of employment and language issues.
- xiv. Participates in regular labor/management, health, and/or other related HR committee meetings.
- xv. Keeps current on licensure changes and procedure.
- xvi. Performs fiscal management by preparing and administering the district's personnel budget, including forecasting personnel expenditures; recommends cost saving measures.

c. Other Responsibilities

- i. Demonstrates recognition and understanding of public education's role in promoting civic responsibility.
- ii. Performs all duties in a manner consistent with the value of expectations of the Superintendent, Board and community at large.
- iii. Supports the Superintendent in a standards-based approach to governance, leadership, and instruction throughout the district.
- iv. Encourages an inclusive and respectful environment that aligns with the organization's execution of the district's vision, mission, and strategic goals.
- v. Demonstrates ethical and personal integrity consistent with expectations associated with the role Assistant Superintendent.
- vi. Maintains the confidence and trust of school professionals and the community.
- vii. Continuously monitors effectiveness within the role of the Assistant Superintendent, seeking out and participating in professional development activities in alignment with areas identified for improvement by the Superintendent.
- viii. Performs other duties as assigned by the Superintendent.

<b>TERMS OF EMPLOYMENT</b>	260 Contract Days
----------------------------	-------------------



**ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>21<sup>ST</sup> CENTURY SITE COORDINATOR</b>	<b>REPORTS TO:</b>	<b>Assistant Superintendent</b>
---------------	---	--------------------	-------------------------------------

**QUALIFICATIONS**

- Bachelor degree and/or certified teacher with established work experience preferred.
- Show willingness to work evenings, nights and weekends.
- And/or any additional qualifications, training or other credentials, as determined by the Board of Education

**REQUIRED SKILLS AND ABILITIES**

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- **Leadership Ability:** Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- **Mathematics Skills:** Must have the ability to work with basic mathematical and computational concepts.
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- **Technology Skills:** Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

**JOB GOAL:** To extend the students' learning day by providing academic enrichment activities including tutorial services to help students meet state and local student academic content standards in core subjects, such as reading and math.

### **WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

### **DUTIES AND RESPONSIBILITIES**

1. Provides accountability and direction for the 21<sup>st</sup> Century program operation at Zanesville City Schools.
2. Ensures program meets all state mandated requirements; such as a minimum of 12 hours per week of services, and all five elements: healthy snacks, homework help, remedial reading and math, one hour of weekly physical activity and STEAM activities.
3. Hours vary – including some nights and weekends and part of the summer.
4. Evaluate students’ needs and determine enrollment in the program.
5. Keeps student time and attendance data documented daily.
6. Follows reporting schedule and submits all reports on time.
7. Attends 21<sup>st</sup> Century training meetings and participates in 21<sup>st</sup> Century webinars.
8. Prepares and presents student selection criteria, maintains student applications, teacher forms, etc.
9. Staffs program and fill in as needed in order for the program to meet state mandated standards.
10. Maintains written job descriptions specific to 21<sup>st</sup> Century staff.
11. Assigns staff to duties.
12. Coordinates locations for all before and after school activities.
13. Maintains evidence of continuous monitoring of student progress.
14. Analyzes data and submits results to Assistant Superintendent.
15. Conducts and documents emergency and safety drills.
16. Conducts a parent orientation meeting.
17. Documents parent volunteer and partner meetings.
18. Perform other duties as assigned by the Assistant Superintendent.

<b>TERMS OF EMPLOYMENT</b>	202 Days
----------------------------	----------

**ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>CONCESSION STAND MANAGER</b>	<b>REPORTS TO:</b>	<b>Athletic Director</b>
---------------	---------------------------------	--------------------	--------------------------

**QUALIFICATIONS**

- Experience in retail or food service; supervisory experience preferred.
- Must demonstrate dependability, a positive attitude, an excellent work ethic, and ability to work accurately in a fast-paced environment.
- Must be able to provide and accept guidance and supervision.
- Available August-May, including evenings and weekends.

**REQUIRED SKILLS AND ABILITIES**

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- **Leadership Ability:** Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- **Mathematics Skills:** Must have the ability to work with basic mathematical and computational concepts.
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- **Technology Skills:** Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

**JOB GOAL:** The manager performs various functions related to the operation of the Concession Stands for all Zanesville Athletics functions including school games and tournaments. The manager facilitates efficient customer service in the areas of concession sales.

## WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

## DUTIES AND RESPONSIBILITIES

1. Oversee all operations of the concession stands.
  - a. Create volunteer schedule.
  - b. Determine menu and pricing for the season.
  - c. Purchase all food and non-perishable items.
2. Oversee day-to-day operations of the concession stands, which may include:
  - a. Opening procedures for stand operations.
  - b. Training volunteers to operate cash drawer as well as prepare food.
  - c. Close stand at event end.
  - d. Perform end of shift cash handling procedures. Ensure dual control is maintained in preparing cash deposits
  - e. Ensure all concession areas have proper displays and merchandise.
3. Oversee volunteer scheduling and administrator for volunteer sign-up.
4. Ensure dual control is maintained in preparing cash deposits, and deposits are made in timely manner. Work closely with the ZSC Board Treasurer in regard to banking needs for operation.
5. Responsible for training employee, creating efficient and enjoyable work environment. Back-up during busy times for concessions.
6. Prepare monthly report for ZCS Board Meetings regarding operations, expenses and income and maintenance requests.
7. Maintain clean work area. Bring concerns and maintenance items to board meetings. Ensure all concession areas have proper displays and merchandise.
8. Track expenses and income. Work with the Treasury Department regarding inventory requests.
9. Responsible for working all athletic functions at the High School. Also responsible for coordinating concessions at tournaments held throughout the year.
10. Performs other duties as assigned by the Athletic Director.

<b>TERMS OF EMPLOYMENT</b>	Hours may vary, depending on sports season and number of events scheduled in a week.
----------------------------	--