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Director of Student Affairs

Bear Creek Community Charter School is currently seeking qualified candidates for the position of Director of Student Affairs. The Director of Student Affairs collaborates with the School Leadership Team to create and maintain a culture that is conducive to student learning, emphasizing mutual respect and safety. The Director of Student Affairs provides proactive leadership to engage all stakeholders in the delivery of programs and services to support students' academic achievement, personal and social development. The incumbent in this position advocates the school's mission and core values, while promoting "The Bear Creek Experience."

Located on a beautiful 300 acre mountain-top campus just outside of Wilkes-Barre, Bear Creek Community Charter School provides a small, safe and community-oriented environment where students thrive in a hands-on learning environment with an environmental focus.

The successful candidate should have a minimum three years' successful teaching or prior job related experience with increasing levels of responsibilities in school setting. A bachelor's degree in a related field is required, with an advanced degree preferred. Pennsylvania School Principal certification is desirable, but not required to apply.

The successful candidate is required to obtain an acceptable state and federal criminal background check, along with Pennsylvania child abuse clearance verification. Bear Creek Community Charter School is an Equal Opportunity Employer.

A complete job profile, detailed listing of the essential functions of the position, and Standard Pennsylvania Teaching Application is available online at www.bearcreekschool.com – Employment.

It is anticipated that this position will be filled for the start of the 2017-2018 school year.

All applications will be held in strict confidence. Please submit a letter of interest, current resume and employment application to:

Bear Creek Community Charter School
Attention: Jim Smith, Chief Executive Officer
30 Charter School Way
Bear Creek Township, PA 18702

E-mail: info@bearcreekschool.com



Director of Student Affairs Job Profile

Reports To: Chief Executive Officer

Base Wage: Dependent Upon Experience

Status: Full Time – Twelve Month

FLSA: Exempt

Created: January 23, 2017

Revised: N/A

Position Summary

The Director of Student affairs collaborates with the School Leadership Team to create and maintain a culture that is conducive to student learning, emphasizing mutual respect and safety. The Director of Student Affairs provides proactive leadership to engage all stakeholders in the delivery of programs and services to support students' academic achievement, personal and social development. The incumbent in this position advocates the school's mission and core values, while promoting "The Bear Creek Experience."

Essential Functions

1. Consistently promote and uphold the school's mission and core values.
2. Maintain effective communication with students, staff, and parents to elicit support, address concerns and to seek perceptions and ideas for the school improvement.
3. Oversee the successful implementation of the school's student attendance policy, including both truancy prevention as well as enforcement.
4. Manage the school-wide Positive Behavior Intervention and Support System. Regularly engage stakeholder groups for the purpose of offering recommendations for continual enhancement.
5. Recommend, implement and support a training and recertification program for physical restraint of students in compliance with school policy, state and federal regulation, and industry best practices.
6. Collaborate with staff to enforce student behavior expectations, along with student dress code, as outlined in school policy; initiate the appropriate disciplinary action in response to student infractions.
7. Provide input when recommending students for expulsion; provide testimony and present evidence to the Board of Trustees during formal expulsion proceedings.
8. Supervise the development, distribution and implementation of the Student/Parent Handbook so students, parents and staff are aware of the school's policies and procedures.
9. With the input of students, parents and staff, organize and execute social, cultural, recreational, and extra-curricular activities that enhance the school's educational program and promotes "The Bear Creek Experience."

10. Oversee and approve all educational field trips, in collaboration with classroom teachers and support staff.
11. Coordinate the creation, implementation and ongoing review and revision of the school's Emergency Operations Plan, including regular safety committee meetings, emergency preparedness drills and activities, ongoing training and professional, and collaboration with outside agencies.
12. Complete and submit required reports to school leadership, the Board of Trustees, and local, state and federal agencies as required.
13. Coordinate scheduling of appropriate staff for miscellaneous operational duties relating to student arrival and dismissal, lunch, recess, etc.
14. Serve as the School's primary liaison with the Parent-Teacher Organization.
15. Attend required meetings and serve, as appropriate on committees.
16. Assist with the dissemination of appropriate information regarding school policies, procedures and programs to applicable stakeholder groups.
17. Understand and communicate current developments in education areas through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.
18. Collaborate with the School Leadership Team to develop and implement high-quality professional development opportunities for staff.
19. Collaborate with the School Leadership Team to complete teacher observations, performance evaluations and providing ongoing professional feedback. Support a culture of continuous learning and improvement.
20. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
21. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
22. Work to avoid the appearance of any conflict of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
23. Adhere to the Staff Handbook, school procedures and protocols local, and all local, state and federal laws.
24. Effectively utilize technology and/or electronic equipment to support the fulfillment of responsibilities.
25. Perform any other duties and responsibilities as assigned, and not otherwise prohibited by law or regulation.

Minimum Qualifications

The minimum qualifications or standards required to perform the essential job functions are:

1. A bachelor's degree in a related field; an advance degree is preferred.
2. Three years' successful teaching or prior job related experience with increasing levels of responsibilities in school setting.
3. Pennsylvania School Principal certification preferred.
4. Successful demonstration of skills required for effective leadership, conflict resolution, management of students and programs, communication, problem solving, organization, and the ability to motivate people.
5. Knowledge of the Pennsylvania Public School Code and best practices relating to student discipline and positive behavior intervention and support.
6. Demonstrate strong self-confidence, integrity and good moral character.
7. Exhibit a personality that demonstrates interpersonal skills that relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Ability to obtain the appropriate state and federal background checks and clearances acceptable to the school and required for ongoing employment in a public school setting.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation.
13. Meet such alternatives to the above qualifications as the Chief Executive Officer may find appropriate and acceptable.

Core Competencies

The successful candidate for this position must be able to demonstrate the following core competencies:

Core Competency	Description/Characteristics
Action Oriented	Enjoys working hard; is action oriented and full of energy for the things that he/she sees as challenging; not fearful of action with a minimum of planning; seizes opportunities when they arise.
Approachability	Is easy to approach and talk to; can be warm, pleasant and gracious; is sensitive to and patient with others; builds rapport well.
Composure	Is cool under pressure; does not become cynical, moody or hostile when times are tough; is considered mature; can be counted on to hold things together during rough times; can manage personal stress; is not knocked off balance by the unexpected.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers (students, parents, staff and general public); gets first-hand customer information and uses it for operational improvements; talks and acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Dealing with Ambiguity	Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
Ethics and Values	Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and tough times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
Informing	Provides the best information people need to know to do their jobs and to feel good about being a member of a team; provides direct information to individuals so they can make accurate decisions; is timely with information.
Integrity & Trust	Has an uncomplicated and uncompromising understanding of right from wrong, both publicly and privately. Demonstrates courage of conviction for what they believe. Is widely trusted and is respected as a direct, truthful individual. Keeps confidences; doesn't blame others for his/her own mistakes.
Interpersonal Skills	Listens effectively and communicates ideas and opinions clearly. Is assertive while showing respect and positive regard for others. Demonstrates an appreciation for people with different backgrounds and points of view.

Core Competency	Description/Characteristics
Learning on the Fly	Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure.
Organizing	Can marshal resources to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
Organizing and Problem Solving	Can orchestrate multiple activities at once to accomplish a goal; uses time and resources effectively and efficiency; arranges information in a useful manner; solves problems with effective solutions; asks good questions and probes all fruitful sources for answers; looks beyond the obvious and doesn't stop at the first answers.
Organizational Agility	Knowledgeable about how organizations function; knows how to get things done through both formal channels and the informal network; understands the origin and reasoning behind key policies, practices and procedures.
Perseverance	Pursues everything with energy, drive, and the need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks; can be counted on to exceed goals.
Priority Setting & Time Management	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; uses time effectively and efficiently; eliminates roadblocks and creates focus; sets priorities.
Results Orientation	Stays the course from start to finish; does not confuse effort with results; separates what is important from what is not. Is action-oriented and full of energy for things that he/she as challenging; not fearful of action with a minimum of planning.
Technical Skills and Learning	Has the functional and technical knowledge and skills to do the job at a high level of accomplishment; picks up on technical things quickly; can learn new skills and knowledge.

Other

The Director of Student Affairs must be physically able to exert up to 250 pounds of force occasionally, and/or a negligible amount of force constantly to move or restrict persons or objects. He/she must occasionally lift and/or move up to 25 pounds.

While performing the functions of this job, the employee is occasionally exposed to cold, heat, and outdoor weather conditions.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; and frequently required to stand, walk, sit, reach with hands and arms; and is occasionally required to climb or balance, stoop, kneel, or crouch.

Employee must be willing to work additional hours/overtime as requested, including after-school activities.

Employees must be able to drive or otherwise successfully transition to and from off-site meetings and activities.

The position requires the ability to:

- Compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.
- Speak and signal people to convey or exchange information. This includes giving instructions, assignments or directions to students, staff members or other stakeholders.
- Read a variety of correspondences, manuals, journals, etc. Requires the ability to make presentations, provide instruction, prepare reports, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.
- Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety information in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.
- Record and deliver information, to explain policies and procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently at a variety of levels, with students of various age groups and abilities, along with parents and other professionals.
- Utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply principles of statistics and statistical inference.
- Coordinate hands and eyes rapidly and accurately in using computer and other equipment.
- Handle a variety equipment. Must have minimal levels of eye/hand/foot coordination.
- Differentiate between colors and shades of color.
- Specific vision abilities including close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.
- Deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Talk and hear. Talking includes, but is not limited to, expressing or exchanging ideas by means of spoken words. Hearing includes, but is not limited to, perceiving nature of sounds by ear. Must be able to communicate via telephone, as well as e-mail and in person.

Disclaimer

The preceding job profile has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.



Director of Student Affairs Flight Plan

Essential Function #1 - Consistently promote and uphold the school's mission and core values.

- a. Be familiar with the School's Mission & Core Values and refer to the School's Mission & Core Values when making decisions
- b. Utilize the School's Mission & Core Values when developing school programs, organizing school activities, or pursuing school improvement
- c. Ensure School's Mission & Core Values are posted in workspace and highly visible to students, staff and visitors; consistently promote and reinforce

Essential Function #2 - Maintain effective communication with students, staff, and parents to elicit support, address concerns and to seek perceptions and ideas for the school improvement.

- a. Communicate professionally with students, staff, parents and others
- b. Be proactive in disseminating information
- c. Be open to and seek feedback from stakeholders to improve personal performance and organizational performance
- d. Confront conflict and address situations professionally, in a timely manner, and with candor to ensure they do not become obstacles to individual or collective success

Essential Function #3 - Oversee the successful implementation of the school's student attendance policy, including both truancy prevention as well as enforcement. Make recommendations for the resolution of chronic attendance problems. Coordinate efforts to eliminate truancy with students, parents, school personnel and outside agencies as appropriate.

- a. Implement, revise, communicate and enforce the school's attendance policy and ensure compliance with state law
- b. Initiate steps to prevent truancy and encourage student attendance
- c. Address attendance issues with specific students, including preventative measures, discipline, and parent involvement
- d. Ensure support staff are properly trained based on school policy, written procedures are in place, and performance is monitored and evaluated for accuracy and effectiveness
- e. Ensure the daily attendance procedure is followed, including the appropriateness of parental excuses and daily attendance is properly recorded in PowerSchool
- f. Monitor attendance monthly, verifying school procedures for parent notification are followed
- g. Identify students who have perfect attendance during any given quarter and follow through with the appropriate recognition.
- h. Involve and coordinate efforts with others, including the school Counselor, social service agencies, solicitor, magistrate and other third-parties

Essential Function #4 - Manage the school-wide Positive Behavior Intervention and Support System. Regularly engage stakeholder groups for the purpose of offering recommendations for continual enhancement.

- a. Implement and recommended changes to the school Positive Behavior Intervention and Support System
- b. Stay abreast of changing theories and best practices regarding positive behavior support and share new best practices with the School Leadership Team
- c. Promote the Positive Behavior Intervention and Support System among students, staff and parents. Provide staff with the appropriate operational training and support for successful implementation
- d. Manage all aspects of LiveSchool and coordinate the operation and inventory of The Outpost
- e. Plan, organize and implement the appropriate Experiences in support of the Positive Behavior Intervention and Support System, minimizing disruption to the academic process while providing students with a positive behavioral reward

Essential Function #5 - Recommend, implement and support a training and recertification program for de-escalation and physical restraint of students in compliance with school policy, state and federal regulation, and industry best practices.

- a. Stay abreast of changing theories and best practices regarding de-escalation and physical restraint of students, and share new best practices with the School Leadership Team
- b. Ensure the training and ongoing recertification of a team of appropriate staff members
- c. Document details associated with each incident involving physical restraint of students; communicate with parents as appropriate and complete all required state reporting
- d. Coordinate with other staff members, parents, social service agencies, the school solicitor, and other third-parties as necessary

Essential Function #6 - Collaborate with staff to enforce student behavior expectations, along with student dress code, as outlined in school policy; initiate the appropriate disciplinary action in response to student infractions.

- a. Consistently work to communicate behavior expectations with all stakeholder groups, including students, staff, parents and others in an effort to prevent disciplinary infractions
- b. Enforce school policy relating to discipline in a fair and consistent manner, ensuring compliance with state and federal law, including constitutional due process
- c. Train and mentor staff to appropriately handle lower-level discipline issues and dress code infractions, including communicating with parents
- d. Collaborate with the school Counselor in an effort to prevent, deter, and address issues relating to bullying
- e. Document all disciplinary infractions using the LiveSchool and/or PowerSchool software, depending upon individual circumstances

Essential Function #7 - Provide input when recommending students for expulsion; provide testimony and present evidence to the Board of Trustees during formal expulsion proceedings.

- a. Confer with the Chief Executive Officer regarding serious disciplinary infractions prior to implementing discipline
- b. Notify the appropriate social service, child protective service, and law enforcement agencies as appropriate, based on the specifics of each situation
- c. Refer to and review school policy, state and local regulations to ensure all action taken is legally appropriate; consult with the school's solicitor
- d. Initiate the required notices following the timeline identified by statute when expulsion is undertaken; such notices require specific language be included to ensure the school's statutory obligations are met
- e. Coordinate expulsion activities with the Chief Executive Officer and the school solicitor
- f. Document all actions and discussions relating to student expulsion for future reference

Essential Function #8 - Supervise the development, distribution and implementation of the Student/Parent Handbook so students, parents and staff are aware of the school's policies and procedures.

- a. At the conclusion of each school year, initiate an annual review of the Student/Parent Handbook in collaboration with the School Leadership Team; soliciting staff feedback
- b. Make recommendations for changes to the Chief Executive Officer and submit to the Board of Trustees for approval
- c. Update the Student/Parent Handbook each year and distribute to students and parents, including posting on the school's web site
- d. Coordinate and supervise a process to ensure all students/parents sign and return an acknowledgment, confirming they received, read and understand the school policies and expectations detailed in the Student/Parent Handbook; retain as part of the student's file

Essential Function #9 - With the input of students, parents and staff, organize and execute social, cultural, recreational, and extra-curricular activities that enhance the school's educational program and promotes "The Bear Creek Experience."

- a. Schedule, organize, promote and supervise school activities, including confirming parent permission to participate, budgetary obligations, student safety, staff supervision, educational value, etc.
- b. School activities include in-school activities, extra-curricular activities, after-school activities, and school-sponsored or sanctioned activities. Examples include athletics (soccer and basketball), dances, concerts, clubs, graduation, holiday parties, assemblies, positive behavior rewards, breakfasts, etc.
- c. Activities should strike a balance between engaging student interest and involvement as well as educational value
- d. In collaboration with School Leadership Team, identify school activities and compile an annual Activities Calendar for distribution to staff and parents; updating the calendar monthly and distributing the calendar on the schools' network and web site

Essential Function #10 - Oversee and approve all educational field trips, in collaboration with classroom teachers and support staff.

- a. In collaboration with academic and support staff, supervise the planning of all educational field trips, including confirming parent permission to participate, budgetary obligations, student safety, staff supervision, educational value, etc.
- b. It is the general rule-of-thumb that each class participate in one educational field trip each school year
- c. Field trips should strike a balance between engaging student interest and involvement as well as educational value
- d. Utilizing the School's volunteer program criteria, determine the number of chaperones required for each field trip and administer the chaperone selection process

Essential Function #11 - Coordinate the creation, implementation and ongoing review and revision of the school's Emergency Operations Plan, including regular safety committee meetings, emergency preparedness drills and activities, ongoing training and professional, and collaboration with outside agencies.

- a. Create standard operating procedures relating to common emergency situations and train staff as to the appropriate response in such situations
- b. Review emergency operating procedures annually, making the appropriate changes, and communicate changes to staff in a timely manner
- c. Plan and execute emergency preparedness drills as required by law and aligned with best practices, including fire drills, weather emergency drills, bus evacuations, etc. Document the outcome of each drill and activity. Identify an annual schedule in advance and share with the School Leadership team
- d. Organize and chair regular safety committee meetings throughout the year, involving the appropriate school personnel; maintain documentation of meeting topics and outcomes
- e. Participate in third-party training opportunities regarding emergency preparedness and utilize the information gained to ensure the effectiveness of the school's Emergency Operations Plan
- f. Identify third-party partners relating to emergency preparedness, including off-site evacuation centers, etc. Draft appropriate Memorandum of Understanding between the school and other entities relating to emergency preparedness commitments
- g. Collaborate with outside agencies to share best practices, and align the appropriate resources in the event of an actual emergency. This should include the Pennsylvania State Police, Bear Creek Volunteer Hose Company, Luzerne County Emergency Management Agency, Luzerne Intermediate Unit 18 Safety Committee, etc.

Essential Function #12 - Complete and submit required reports to school leadership, the Board of Trustees, and local, state and federal agencies as required.

- a. Serve as an active participant in the School Leadership Team, communicating with the Chief Executive Officer daily and providing weekly reports to the School Leadership Team
- b. Provide a report regarding school operations to the Board of Trustees at least once per month, including attendance at Board meeting
- c. Complete the required state and federal reports, including but not limited to the Annual Safe Schools Report.

Essential Function #13 - Coordinate scheduling of appropriate staff for miscellaneous operational duties relating to student arrival and dismissal, lunch, recess, etc.

- a. Scheduling responsibilities includes morning bus duty/student arrival, breakfast and lunch duty in the Dining Hall, Grab & Go Lunch schedule, afternoon bus duty/student dismissal schedule, activity schedules, weather delay/dismissal schedules, etc.
- b. In collaboration with the School Leadership Team, develop written schedules for each identified obligation
- c. Communicate schedules to the appropriate staff, and provide training and support as required
- d. Evaluate staffing and supervision relating to school activities on a regular basis, making the appropriate revisions as required

Essential Function #14 - Serve as the School's primary liaison with the Parent-Teacher Organization.

- a. Maintain ongoing communication and dialogue with the PTO leadership
- b. Attend monthly PTO meetings
- c. Provide a monthly report to PTO participants regarding appropriate school activities and operations
- d. Serve as the liaison between the school and the PTO regarding use of school facilities
- e. Share information regarding activities with school staff

Essential Function #15 - Attend required meetings and serve, as appropriate on committees.

- a. This may include Leadership Team meetings, staff meetings, meetings of the Board of Trustees, grade level or professional learning community meetings, parent meetings, PTO meetings, and meetings of third-party entities as applicable.

Essential Function #16 - Assist with the dissemination of appropriate information regarding school policies, procedures and programs to applicable stakeholder groups.

- a. This may include meetings, training sessions, focus groups, handbooks, letters, e-mail, the school's web site and social media.

Essential Function #17 - Understand and communicate current developments in education areas through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.

- a. Stay abreast of evolving theories and best practices involving education
- b. Participate in meetings, workshops and activities involving other charter schools, public schools, intermediate units, the Department of Education and others
- c. Share information learned with the School Leadership Team and others, and utilize what is learned to improve school operations, academic achievement and to enhance "The Bear Creek Experience" for students

Essential Function #18 - Collaborate with the School Leadership Team to develop and implement high-quality professional development opportunities for staff. Working with the School Leadership Team:

- a. Solicit feedback from staff as to topics of importance and the need for ongoing professional development
- b. Utilize the classroom observation process to help guide planning of high-quality professional development; implement targeted professional development as necessary
- c. Take an active role in the planning and implementation of high-quality professional development as part of the annual pre-service prior to the beginning of each new school year, as well as staff in-service activities throughout the school year

Essential Function #19 - Collaborate with the School Leadership Team to complete teacher observations, performance evaluations and providing ongoing professional feedback. Support a culture of continuous learning and improvement.

- a. To provide varying perspectives, collaborate with the School Leadership team in the classroom observation and performance evaluation process
- b. Work with the School Leadership Team and other outside entities to provide professional support to staff members in an effort to help ensure their success and the success of the school

Essential Function #20 - Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.

- a. Be aware of ethical responsibilities associated with being an educator, including reviewing, understanding and complying with the Model Code of Ethics for Educators, National Association of State Directors of Teacher Education and Certification (www.nasdtec.net)
- b. Fulfill mandatory reporting responsibilities under Pennsylvania's Educator Discipline Act
- c. Review, be familiar with, and effectively model ethical behavior as described in the Educator Ethics and Conduct Toolkit available from the Pennsylvania Professional Standards and Practices Commission (www.pspc.education.pa.gov)
- d. Serve as a role model for students and parents, both inside and outside of school

Essential Function #21 - Protect confidentiality of records and information, and use discretion when sharing any such information within legal confines.

- a. Comply with and enforce school policy regarding sharing private or confidential information regarding students and staff
- b. Comply with and enforce requirements of the Family Educational rights and Privacy Act (FERPA) and other federal and state regulations regarding student privacy
- c. Demonstrate professional good judgement when discussing or sharing information regarding staff, parents, and others

Essential Function #22 - Work to avoid the appearance of any conflict of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.

- a. Ensure compliance and enforcement of school policy regarding professional ethics and conflicts of interest
- b. Complete and submit a Pennsylvania Statement of Financial Interests on an annual basis, by the required *deadline* (www.ethics.pa.gov)

Essential Function #23 - Adhere to the Staff Handbook, school procedures and protocols local, and all local, state and federal laws.

- a. Review and regularly refer to the Staff Handbook as well as other documented school policies and procedures
- b. Invest the appropriate time to familiarize yourself with policies, procedures and laws that impact daily school operations; seek opportunities to learn more about laws, regulation and best practices

Essential Function #24 - Effectively utilize technology and/or electronic equipment to support the fulfillment of responsibilities.

- a. Utilize the available technology to support efficient and effective workflow, including laptop, iPad, document camera, interactive projector, etc.
- b. Check e-mail frequently throughout the day, as well as and after-hours and weekends
- c. Demonstrate fluency in the use of Microsoft Outlook, Word, Excel and PowerPoint
- d. Utilize the calendar functionality of Microsoft Outlook to organize school-related meetings, activities, appointments, and scheduling deviations
- e. Utilize PowerSchool, Skyward, LiveSchool, PAPortal, access control, video surveillance, and other software applications necessary to successfully fulfill professional obligations
- f. Explore opportunities relating to new software applications and emerging technologies that could benefit school operations

Essential Function #25 - Perform any other duties and responsibilities as assigned, and not otherwise prohibited by law or regulation.

- a. Engage and mentor students to perform morning announcements; create and/or vet script to be utilized by students