

1. Scholastic Book Fairs ~ we received several suggestions for alternative companies, but there was only one outside of Scholastic willing to come to north Idaho. Melanie Wirth and Ginelle Dexter let the librarians know that The Well Read Moose will also do book fairs. Scholastic allows our principals to set parameters regarding the types of books we want at our Book Fairs. We didn't want you to be surprised if schools use Scholastic this year.
2. The board asked the former interim facilities director to work with our Fire Department to determine the maximum occupancy of the stadium seats at LHS Corbit Field; that number is 2001.
3. The board requested a description of the additional duties staff in a "Lead" position are responsible for.
 - a. [Library Lead](#)
 - b. [Lead Counselor](#)
 - c. [Lead Nurse](#)

LJSD District Library Lead- Job Description

Job Overview: The LJSD District's Library Lead oversees six elementary and four secondary schools. They collaborate with the district administration and the school board to develop and implement policies and procedures. Their main objective is to support librarians in fostering a love for reading among their patrons through professional development, training, and sharing best practices.

Responsibilities:

- **Developing Policies and Procedures:** Work with the district administration and school board to create and administer library policies and procedures.
- **Schedule and Plan Meetings:** The district librarian schedules and plans meetings with the district administration and the school librarians.
- **Communicating with Departments:** Serving as the main point of contact between the library and departments on all library matters. Answer calls and emails from the librarians on all library issues.
- **Manage Collections:** Research and evaluate materials and work with the district administration to determine the appropriate library materials for each library.
- **Promote the Library:** Promote the library as a vital part of the school and create an environment that fosters a love of reading, such as attending professional development opportunities and sharing new ideas with other librarians. Encourage all librarians to have reading incentive goals for their patrons.
- **Train New Staff:** The district librarian trains and mentors all new hires throughout their first year.
- **Book Reviews:** Review books with concerns and attend board meetings with recommendations on removing or keeping them.
- **End-of-the-Year Checks and Balances:** Check that outstanding/fines for textbooks and library materials are appropriate for all schools and that schools have completed a library inventory biannually.

LJSD District Lead Counselor - Job Description

Job Overview: The LJSD District's Lead Counselor works collaboratively with the counselors at six elementary and five secondary schools. They collaborate with the district administration and the school board to develop and implement policies and procedures. Their main objective is to support counselors, administrators, and the District Safety Team in working with at-risk students through collaboration, professional development, and sharing best practices.

Responsibilities:

- **Developing Policies and Procedures:** Work with the district administration and school board to create and facilitate counseling policies and procedures.
 - Changes in district-wide programming, curriculum, policies, and other initiatives outlined by district administrators will be disseminated to the counseling team and support needed by the counseling team will be provided.
 - Oversees the suicide prevention policies, protocols, and will ensure data is provided in a timely manner to administration and the school board.
- **Schedule and Plan Meetings:** The district lead counselor schedules and plans meetings with the district administration and the school counseling team.
- **Communicating with Departments:** Serving as the main point of contact between the counseling team and the district on counseling matters. Answer calls and emails from the counselors regarding counseling issues.
- **Member of District Crisis Team:** When a student or staff crisis occurs, the Lead Counselor organizes the district counseling team in order to respond to needs identified by the district Crisis Team.
 - Lead Counselor will be available to provide support to district counselors and administrators in addressing situations pertaining to students with severe/persistent emotional health crises and will be available to respond to situations as needed, including outside of contracted time.
- **Facilitate Professional Development:** The Lead Counselor will foster the continued development of the counseling team's knowledge and skills based on input from the team regarding needs.

- **Outside Agency Liaison:** The Lead Counselor will meet, collaborate, and communicate with outside agencies to provide additional support to families, students, and staff and will maintain an up-to-date list of resources available to parents.
 - The Lead Counselor will oversee any relevant mental health programs (those for which we have board approved MOUs), meet with agency partners, and ensure data is collected to monitor program effectiveness.

LJSD District Lead Nurse- Job Description

Job Overview: The LJSD District's Lead Nurse oversees six elementary and five secondary schools. They collaborate with the district administration and the school board to develop and implement policies and procedures. Their main objective is to support school nurses, administrators, and counselors as they address students' health needs at school.

Responsibilities:

- **Developing Policies and Procedures:** Work with the district administration and school board to create and administer school health policies and procedures.
 - Ensure policies and procedures adhere to legal and regulatory requirements and ethical standards of nursing practice, the Nurse Practice Act, and Idaho Board of Nursing.
- **School Health Programs:** Assists with assessment, planning, and evaluation of the health services component of the coordinated school health programs.
 - Assists with development and coordination of quality improvement activities for the school health services component of the school health program.
 - Supports district staff in the development of Emergency Health Plans, 504's screening protocols.
- **Schedule and Plan Meetings:** The district Lead Nurse schedules and plans meetings with the district administration and the school nurses.
- **Provide Screenings and Referral for Possible Health Conditions:**
 - Screen for vision and scoliosis
 - Develop and insure procedures are maintained.
 - Provide referral information to parents if the need is identified.
- **Promote Health:**
 - Provides health education to students, staff, and parents.
 - Provides programs to staff, families, and the community on relevant health topics.
 - Schedules, plans, and teaches CPR/AED and First Aid to staff and students.
 - Liaison with local pharmacies for flu shots for staff who want them.
 - Liaison between school personnel, family, community, and health care providers as necessary.

- Collaborates in the development of data collection tools required for program data.
- Compiles accurate data and uses findings for planning, implementing, and evaluating school health programs.
- **Promote a Healthy School Environment:**
 - Assists with the physical and emotional safety of the school community.
 - Assess the physical environment of schools and take actions to improve health and safety.
 - Monitors immunizations and guides the district nursing team in completing the Idaho Immunization Report, annually.
 - Guides district nursing team in reporting communicable diseases
 - Develop communication for parents regarding communicable diseases and ensure they are sent home when necessary.
- **Train Staff:** Annually plan, schedule, and implement training required by District Policy and/or Idaho Code for administrative assistants and athletic coaches (i.e. CPR/AED and First Aid).
 - Plan, schedule, and implement training required by District Policy and/or Idaho Code for staff (i.e. the administration of Narcan and Epi Pens).