

DHS		
Position:	Current Role and Responsibility:	
Administrative Assistant to the Principal	Answers main school line phone calls, and also coordinates end of the year activities. Prepares EOY and BOY school year documents for the 2020-2021 school year. Completing a PowerSchool audit for staff and student data completeness and accuracy. Audit the school website for accuracy and update all information. Responsible for contacting all Grade 12 students for engagement and attendance updates. Posting all purchase orders	
Attendance Office Clerk	Responsible for contacting all Grade 11 students for engagement/attendance updates, enters daily attendance into Powerschool (data provided by teachers). Contacts students marked absent based on previous day attendance to determine reason for absence.	
Culture and Climate Specialist	Makes a personal phone call to all Grade 10 enrolled students to check in on academic, social and emotional wellness. Target one phone call per home each week. Member of Attendance and Accountability team and family outreach. Contacts all Grade 10 students for engagement/attendance updates	
Guidance Secretary	Contacting freshman class for engagement/attendance updates. Enters Daily Attendance into Powerschool, prepares report cards for distribution, and assists with coordinating end of the year activities. Updates school all EOY and BOY school year documents for the 2020-2021 school year. Responsible for contacting all Grade 9 students and families.	
School Social Worker	Provides social/emotional supports for students assigned to caseload as well as additional student concerns shared by staff or self-referred. Maintains a Google Classroom with wellness/coping exercises and offers to ZOOM/interact with any students in the school who wish to engage in individual counseling sessions. Participates in weekly grade/department level meetings. Participates and/or facilitates all scheduled 504 and PPT meetings. Member of Attendance and Accountability team and family outreach.	
School Counselor	Addresses any issues or concerns reported by support staff, maintains a Google Classroom for Class of 2020 and 2021. Assigned to grades 9-12 (A-J) for all at-risk attendance follow ups with families. Participates in weekly grade/department level meetings. Participates and/or facilitates all scheduled 504 and PPT meetings. DMS/DHS Counselors draft a plan for online course selection for 2020-2021. Complete course registration for 2020-2021. Member of Attendance and Accountability team and family outreach. Counselors will be responsible for developing a plan to ensure that student scholarships are awarded and distributed.	

School Counselor	Addresses any issues or concerns reported by support staff, maintains a Google Classroom for Class of 2020 and 2021. Assigned to Grades 9-12 (K-Z) for all at-risk attendance follow ups with families. Participates in weekly grade/department level meetings. Participates and/or facilitates all scheduled 504 and PPT meetings. DMS/DHS Counselors draft a plan for online course selection for 2020-2021. Complete course registration for 2020-2021. Member of Attendance and Accountability team and family outreach. Counselors will be responsible for developing a plan to ensure that student scholarships are awarded and distributed.	
School Psychologist	Providing social/emotional supports for students assigned to caseload as well as additional student concerns	
School Nurse	<a href="#"><u>Creating and updating District health policies and procedures; assisting with phone calls to families as needed</u></a>	Is this correct?
Paraeducators	<a href="#"><u>Assigned to specific students for academic support and check in; completing online training for Affirm Learning Modules and/or Registered Behavior Tech certification</u></a>	

DMS	
	Current Role and Responsibility:
Administrative Assistant to the Principal	Answers main school line phone calls, enters daily attendance into Powerschool (data provided by teachers), and also coordinates end of the year activities. Prepares EOY and BOY school year documents for the 2020-2021 school year. Completing a PowerSchool audit for staff and student data completeness and accuracy. Audit the school website for accuracy and update all information. Posting all purchase orders
Guidance Secretary	Enters Daily Attendance into Powerschool, prepares report cards for distribution, and assists with coordinating end of the year activities. Updates school all EOY and BOY school year documents for the 2020-2021 school year.
Culture and Climate Specialist	Contacts students marked absent based on previous day attendance to determine reason for absence. Makes a personal phone call to all enrolled students to check in on academic, social and emotional wellness. Target one phone call per home each week. Member of Attendance and Accountability team and family outreach.
Culture and Climate Specialist	Contacts students marked absent based on previous day attendance to determine reason for absence. Making a personal phone call to all enrolled students to check in on academic, social and emotional wellness. Target one phone call per home each week. Member of Attendance and Accountability team and family outreach.
School Social Worker	Provides social/emotional supports for students assigned to caseload as well as additional student concerns shared by staff or self-referred. Maintains a Google Classroom with wellness/coping exercises and offers to ZOOM/interact with any students in the school who wish to engage in individual counseling sessions. Participates in weekly grade/department level meetings. Participates and/or facilitates all scheduled 504 and PPT meetings. Member of Attendance and Accountability team and family outreach.

School Counselor	Addresses any issues or concerns reported by support staff, maintains a Google Classroom for all scheduled Seminar classes. Assigned to Grade 7 for all at-risk attendance follow ups with families. Participates in weekly grade/department level meetings. Participates and/or facilitates all scheduled 504 and PPT meetings. DMS/DHS Counselors draft a plan for online course selection for 2020-2021. Complete course registration for 2020-2021. Member of Attendance and Accountability team and family outreach.
School Counselor	Addresses any issues or concerns reported by support staff, maintains a Google Classroom for all scheduled Seminar classes. Assigned to Grade 8 for all at-risk attendance follow up with families. Participates in weekly grade/department level meetings. Participates and/or facilitates all scheduled 504 and PPT meetings. DMS/DHS Counselors draft a plan for online course selection for 2020-2021. Complete course registration for 2020-2021. Member of Attendance and Accountability team and family outreach.
School Psychologist	Provides social/emotional supports for students assigned to caseload as well as additional student concerns shared by staff or self-referred. Maintains a Google Classroom with wellness/coping exercises and offers to ZOOM/interact with any students in the school who wish to engage in individual counseling sessions. Assigned to Grade 6 for all at-risk attendance follow up with families. Participates in weekly grade/department level meetings. Participates and/or facilitates all scheduled 504 and PPT meetings. Member of Attendance/Accountability team and family outreach.
Paraeducators	<a href="#"><u>Assigned to specific students for academic support and check in; completing online training for Affirm Learning Modules and/or Registered Behavior Tech certification</u></a>
School Nurse	<a href="#"><u>Creating and updating District health policies and procedures; assisting with phone calls to families as needed</u></a>

Bradley	
Position:	Current Role and Responsibility:
Administrative Assistant to the Principal	Answers main school line phone calls, enters daily attendance into Powerschool (data provided by teachers), and also coordinates end of the year activities. Prepares EOY and BOY school year documents for the 2020-2021 school year. Completing a PowerSchool audit for staff and student data completeness and accuracy. Audit the school website for accuracy and update all information. Enters Daily Attendance into Powerschool, prepares report cards for distribution, and assists with coordinating end of the year activities. Updates school all EOY and BOY school year documents for the 2020-2021 school year. Posting all purchase orders.
School Social Worker	Provides social/emotional supports for students assigned to caseload as well as additional student concerns shared by staff or self-referred. Maintains a Google Classroom with wellness/coping exercises and offers to ZOOM/interact with any students in the school who wish to engage in individual counseling sessions. Participates in weekly grade/department level meetings. Participates and/or facilitates all scheduled 504 and PPT meetings. Member of Attendance and Accountability team and family outreach.
School Psychologist	Provides social/emotional supports for students assigned to caseload as well as additional student concerns shared by staff or self-referred. Maintains a Google Classroom with wellness/coping exercises and offers to ZOOM/interact with any students in the school who wish to engage in individual counseling sessions. Assigned to Grade 7 for all at-risk attendance follow up with families. Participates in weekly grade/department level meetings. Participates and/or facilitates all scheduled 504 and PPT meetings. Member of Attendance/Accountability team and family outreach.
School Nurse	<a href="#"><u>Creating and updating District health policies and procedures; assisting with phone calls to families as needed</u></a>

Paraeducators

[Assigned to specific students for academic support and check in; completing online training for Affirm Learning Modules and/or Registered Behavior Tech certification](#)

<b>Irving</b>	
<b>Position:</b>	<b>Current Role and Responsibility:</b>
Administrative Assistant to the Principal	Answers main school line phone calls, enters daily attendance into Powerschool (data provided by teachers), and also coordinates end of the year activities. Prepares EOY and BOY school year documents for the 2020-2021 school year. Completing a PowerSchool audit for staff and student data completeness and accuracy. Audit the school website for accuracy and update all information. Enters Daily Attendance into Powerschool, prepares report cards for distribution, and assists with coordinating end of the year activities. Updates school all EOY and BOY school year documents for the 2020-2021 school year. Posting all purchase orders.
Office Clerk	currently unfilled (appointment at April COW or BOE)
Climate/Attendance Monitor	Provides check ins with students who were on Attendance/Climate caseload for daily support; contacts students marked absent based on previous day attendance to determine reason for absence. Member of Attendance and Accountability team and family outreach.
School Social Worker	Providing social/emotional supports for students assigned to caseload as well as additional student concerns shared by staff or self-referred. Maintains a Google Classroom with wellness/coping exercises and offers to ZOOM/interact with any students in the school who wish to engage in individual counseling sessions. Participates in weekly grade/department level meetings. Participates and/or facilitates all scheduled 504 and PPT meetings Member of Attendance/Accountability team and family outreach.

School Psychologist	Providing social/emotional supports for students assigned to caseload as well as additional student concerns shared by staff or self-referred. Maintains a Google Classroom with wellness/coping exercises and offers to ZOOM/interact with any students in the school who wish to engage in individual counseling sessions. Participates in weekly grade/department level meetings. Participates and/or facilitates all scheduled 504 and PPT meetings Member of Attendance/Accountability team and family outreach.
School Nurse	<a href="#"><u>creating and updating District health policies and procedures; assisting with phone calls to families as needed</u></a>
Paraeducators	<a href="#"><u>Assigned to specific students for academic support and check in; completing online training for Affirm Learning Modules and/or Registered Behavior Tech certification</u></a>



