



CANYON-OWYHEE SCHOOL SERVICE AGENCY

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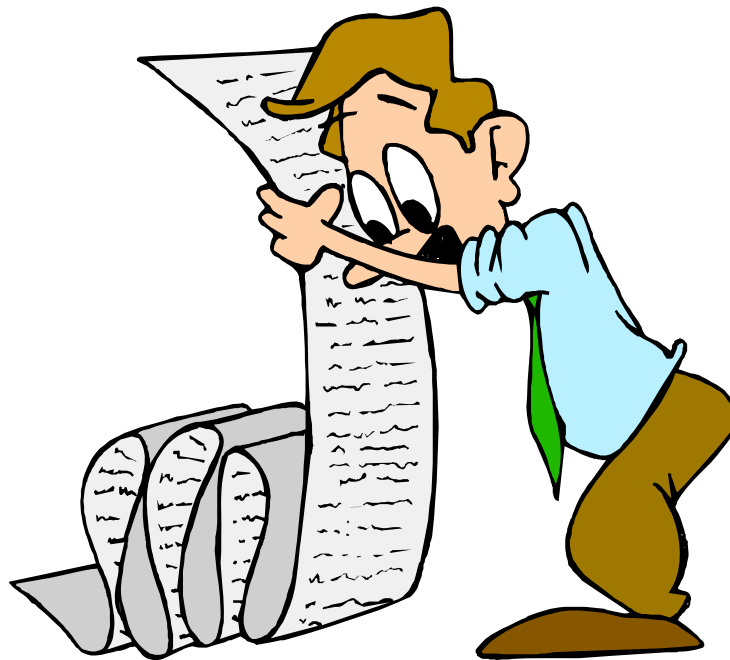
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# COSSA



# Job Descriptions and Duties Manual

August 17, 2020

*Canyon-Owyhee School Service Agency (COSSA) is a public school cooperative serving the special education, career-technical, and alternative education needs of students from Homedale, Marsing, Notus, Parma, and Wilder School Districts.*

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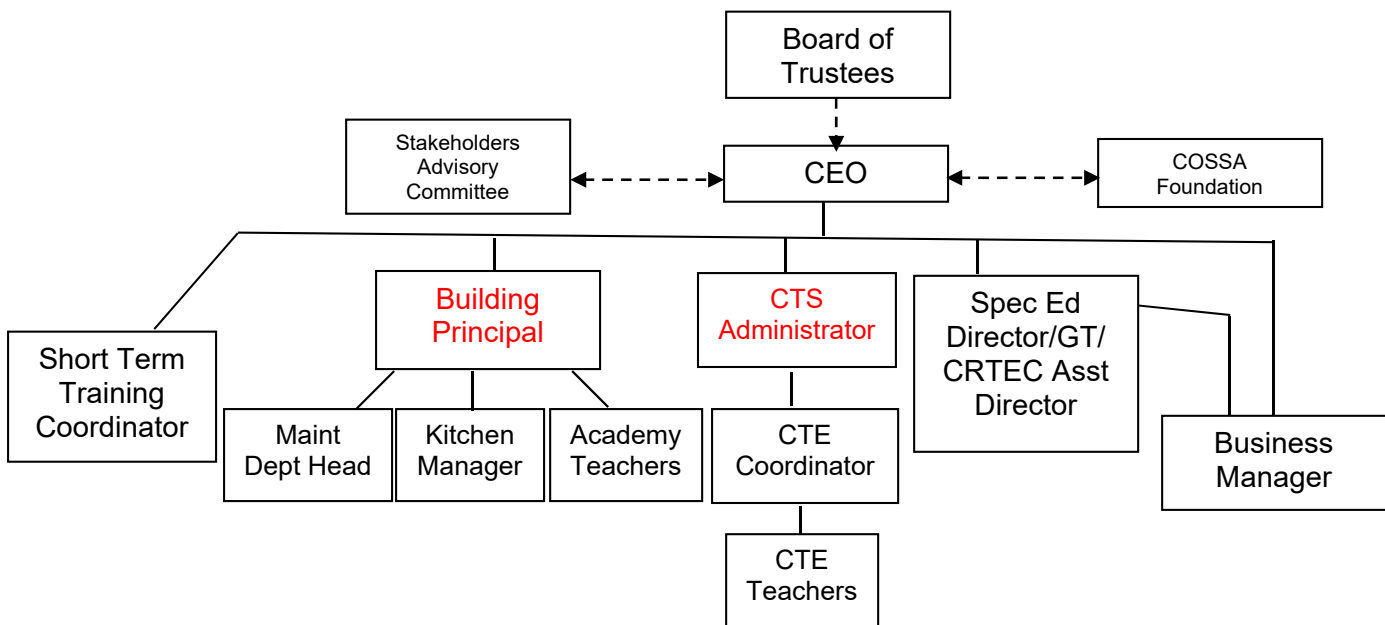
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## Background

The purpose of this manual is to delineate the duties and responsibilities of various staff members of Canyon-Owyhee Service Agency (COSSA) who are housed at the COSSA Regional Technology and Education Center (CRTEC). Many COSSA employees who work at other sites are not included in this manual.

## Organizational Structure

Below is a diagram of the basic organizational structure of COSSA.



The Board of Trustees has ultimate responsibility for the operation of the COSSA Consortium. They hire the Chief Executive Officer to administer, manage, and lead the day-to-day operation of COSSA.

The Stakeholders Group acts as an advisory board to the CEO. The COSSA Foundation is a 501(c)(3) organization established to process donations to COSSA, and to advise the CEO on matters of investment, endowment, etc.

The CEO, Academy Principal, CTS Administrator, CTE Coordinator and/or the Short Term Training Coordinator duties may be combined in various ways and given to one or more persons, depending on the Board of Trustees wishes.

# COSSA Directors

## Responsible to the Board of Trustees

1. Chief Executive Officer (CEO)
2. Special Education Director

## Responsible to the Chief Executive Officer

2. Special Education Director (in his/her role as CRTEC Assistant Director)
3. CTS Administrator
4. COSSA Building Principal

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Chief Executive Officer (CEO)\*

\* This title is derived from language in the COSSA Bylaws. In any other public school this individual would be called the School Superintendent.

TERMS OF EMPLOYMENT:

The employee/employment is at all times subject to the rules, regulations, and policies of the Agency as have been promulgated by the COSSA Board of Trustees and each employee is held responsible for having knowledge of such rules, regulations, and policies.

IMMEDIATE SUPERVISOR: COSSA Board of Trustees

JOB SUMMARY

To administer all personnel, services and educational opportunities as directed by the Canyon-Owyhee School Service Agency Board of Trustees, with specific oversight of the academic and financial aspects of the Career-Technical programs and the COSSA Academy. This position also serves as a liaison between COSSA, business and industry, and the patrons of the five member districts.

QUALIFICATIONS

The COSSA Agency CEO shall have a Masters Degree and possess a valid Idaho Career-Technical Administrator Certificate and a valid Idaho Public School Principal Pre-K-12<sup>th</sup> grade Certificate and/or a valid Idaho Public School Superintendent Certification.

PERFORMANCE RESPONSIBILITIES

1. Develop and recommend to the Board of Trustees policies and procedures relating to the Agency Special Education, Career-Technical Education and Alternative Education programs and services.
2. Develop, recommend and manage all Agency budgets.
3. Manage state-approved Special Education, Career-Technical Education and Alternative Education programs.
4. Submit all reports and responses to the State Department of Education and the State Division of Career-Technical Education requests for information in an accurate and timely fashion.
5. Provide direct liaison services between the Agency and member districts concerning member district program needs.
6. Plan agendas for regular and special board meetings of the Agency Board of Trustees, CRTEC Stakeholder Advisory Board and the COSSA Foundation Board.
7. Annually develop District-to-Agency contracts for services.
8. Annually issue all employee contracts.

9. Establish and maintain an efficient and effective procedure for requisition approval.
10. Facilitate the development of the COSSA program calendar, including the appropriate scheduling of busing and other services.
11. Plan, implement and coordinate a comprehensive marketing and public relations program promoting Career-Technical Programs, Special Education and Alternative School programs and activities.
12. Implement and adhere to all policies and procedures as approved by the COSSA Board.
13. Evaluate and supervise Administrative & CRTEC staff in accordance with state guidelines and COSSA policies; specifically Directors and the Business Manager.
14. Develop and coordinate a program of personnel and staff development for the Administrative & CRTEC staff; specifically Directors and the Business Manager.
15. Oversee Directors as they coordinate the curriculum to ensure a standard and natural progression of programs for the CRTEC campus.
16. Evaluate each of the CRTEC's programs to ensure that the educational courses are appropriate and there is maximum utilization of equipment, facilities and instructors.
17. Work with the City Officials of the member school districts to communicate workforce development efforts as offered by CRTEC's educational programs.
18. Coordinate with Directors the development of the Career Technical and Alternative school course schedules.
19. Work closely with the COSSA Business Manager/Board Clerk relating to the overall budget management and day to day financial operations of the agency.
20. Perform such other duties as directed by the Canyon-Owyhee School Service Agency Board of Trustees.
21. Establish a strong mutually beneficial relationship between the local businesses and industries and the CRTEC Career-Technical Programs.

#### SALARY

Salary and fringe benefits shall be established by the Agency Board of Trustees, to be negotiated commensurate with education and experience.

#### EVALUATION

Performance will be evaluated annually by the Canyon-Owyhee School Service Agency Board of Trustees.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Special Education Director/~~GT~~/CRTEC Assistant Director

TERMS OF EMPLOYMENT:

The employee/employment is at all times subject to the rules, regulations, and policies of the Agency as have been promulgated by the COSSA Board of Trustees and each employee is held responsible for having knowledge of such rules, regulations, and policies.

IMMEDIATE SUPERVISOR: COSSA CEO & Canyon-Owyhee School Service Agency Board of Trustees

JOB SUMMARY

Provide leadership and coordination of programs for special education & gifted/talented students in accordance within State and Federal guidelines. These duties include, but are not limited to, the planning and implementation of effective staff development and public relations related to these programs for the member school districts.

QUALIFICATIONS

The Special Education Director/~~GT~~/CRTEC Assistant Director shall have a Masters Degree and possess a valid Idaho Certificate appropriate to Special Education with an Administrator's endorsement.

PERFORMANCE RESPONSIBILITIES

1. Is aware of and complies with agency policies and procedures.
2. Establishes and maintains classes and services for all exceptional students.
3. Prepares all program reports required by the State Department of Education.
4. Jointly supervise and coordinate Special Education ~~& GT~~ personnel with the district building administrators.
5. Evaluates Special Education ~~and GT~~ personnel.
6. Annually evaluates existing special services programs as to their effectiveness & determines the need for programs & services modifications.
7. Coordinates and promotes suitable child find procedures.
8. Coordinates procedures for placement, transfer, transportation and exiting of students in special education programs.



9. Ensures ongoing in-service training opportunities for Special Education ~~& GT~~ staff.
10. Schedules psychologists, speech/language pathologists, occupational therapists, physical therapist, psychosocial rehabilitation specialists and ~~GT~~ **facilitators** as appropriate and necessary.
11. Plans and supervises Special Education record keeping in compliance with all State and Federal rules and regulations.
12. Ensure the appropriate implementation and management of due process procedures as they pertain to identification, referral, comprehensive evaluation, instructional planning and review procedures as outlined by I.D.E.A.
13. Arranges with agencies and other schools for the education of special needs students who cannot be served adequately in the local districts.
14. Disseminates information on homebound programs.
15. Keeps abreast of changes and trends in all areas relating to this position.
16. Assists agency director in developing, recommending and managing program budgets.
17. Assists agency director in the development and implementation of policies and procedures.
18. Administers financial reporting and accounting of special education programs, as mandated by state law, including IDEA Preschool and School Age funding.
19. Serve as the Assistant **Campus** Director for the CRTEC Campus in the Director's absence.
20. Performs such other tasks & responsibilities as the COSSA Director and/or Board may assign.

#### SALARY

Salary and fringe benefits shall be established by the Agency Board of Trustees, to be negotiated commensurate with education and experience.

#### EVALUATION

Performance will be evaluated annually by the Canyon-Owyhee School Service Agency Chief Executive Officer.

~~CANYON-OWYHEE SCHOOL SERVICE AGENCY~~  
~~Job Description~~

~~TITLE: \_\_\_\_\_ CRTEC Campus Director~~

~~TERMS OF EMPLOYMENT:~~

~~The employee/employment is at all times subject to the rules, regulations, and policies of the Agency as have been promulgated by the COSSA Board of Trustees and each employee is held responsible for having knowledge of such rules, regulations, and policies.~~

~~IMMEDIATE SUPERVISOR: \_\_\_\_\_ COSSA CEO~~

~~JOB SUMMARY~~

~~To administer all personnel, services and educational opportunities within the COSSA Regional Technology and Education Center (CRTEC) as directed by the COSSA Chief Executive Officer. Within CRTEC emphasis is on the Professional Technical programs and the COSSA Academy.~~

~~QUALIFICATIONS~~

~~The CRTEC Campus Director shall have a Bachelors Degree and possess a valid Idaho Professional Technical Administrator Certificate and a valid Idaho Public School Principal Pre-k-12<sup>th</sup> grade Certificate.~~

~~PERFORMANCE RESPONSIBILITIES:~~

- ~~1. \_\_\_\_\_ Develop and recommend to the CEO policies and procedures relating to the \_\_\_\_\_ Professional Technical Education and Alternative Education programs and \_\_\_\_\_ services.~~
- ~~2. \_\_\_\_\_ Develop, recommend and manage all CRTEC budgets.~~
- ~~3. \_\_\_\_\_ Manage state approved Professional Technical Education and Alternative \_\_\_\_\_ Education programs.~~
- ~~4. \_\_\_\_\_ Ensure all reports and responses to the State Department of Education and the \_\_\_\_\_ State Division of Professional Technical Education requests for information are \_\_\_\_\_ submitted in an accurate and timely fashion.~~
- ~~5. \_\_\_\_\_ Plan, implement and coordinate a comprehensive marketing and public relations \_\_\_\_\_ program promoting Professional Technical Programs and Alternative School \_\_\_\_\_ programs and activities.~~
- ~~6. \_\_\_\_\_ Implement and adhere to all policies and procedures as approved by the COSSA \_\_\_\_\_ Board.~~
- ~~7. \_\_\_\_\_ Evaluate and supervise the COSSA Academy Principal and the CTE \_\_\_\_\_ Coordinator.~~
- ~~8. \_\_\_\_\_ Perform such other duties as directed by the Canyon Owyhee School Service \_\_\_\_\_ Agency Board of Trustees.~~

~~EVALUATION: Performance will be evaluated annually by the Canyon Owyhee School Service Agency Chief Executive Officer.~~

## ~~GOSSA Building Administrators~~

~~Responsible to the CRTEC Campus Director~~

~~—— 1. GOSSA Academy Principal~~

~~—— 2. CTE Coordinator~~

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: COSSA Academy ~~Building~~ Principal

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board.

The employee/employment is at all times subject to the rules, regulations, and policies of the Agency as have been promulgated by the COSSA Board of Trustees and each employee is held responsible for having knowledge of such rules, regulations, and policies.

IMMEDIATE SUPERVISOR: ~~CRTEC Campus Director~~ Chief Executive Officer

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Bachelor's Degree from a four-year college or university;
3. Certification as a Standard Secondary Principal
4. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES:

1. Develop and recommend to the ~~CRTEC Campus Director~~ Chief Executive Officer policies and procedures relating to the Alternative Education programs and services.
2. Manage state-approved Alternative Education programs.
3. Submit all reports and responses to the State Department of Education requests for information in an accurate and timely fashion.
4. Provide direct liaison services between the Agency and member districts concerning alternative program needs.
5. Facilitate the development of the COSSA Academy program calendar and day-schedule, including the appropriate scheduling of busing and other services.
6. Implement and adhere to all policies and procedures as approved by the COSSA Board.
7. Evaluate and supervise COSSA Academy staff in accordance with state guidelines and COSSA policies.
8. Develop and coordinate a program of personnel and staff development for the COSSA Academy staff.
9. Oversee and coordinate the curriculum to ensure a standard and natural progression of programs for COSSA Academy.
10. Evaluate each COSSA Academy class to ensure that the educational courses are appropriate and there is maximum utilization of equipment, facilities and instructors.

11. Coordinate the development of the Alternative school course schedules, including the Alternative summer school.
12. Assist the COSSA CEO in preparing the necessary materials, documentation, coordination and facilitation of all student disciplinary hearings before the Agency Board.
13. Work closely with the COSSA Business Manager/Board Clerk relating to the COSSA Academy budget management and day to day financial operations of the agency.
14. Perform such other duties as directed by the ~~CRTEC Campus Director~~ Chief Executive Officer.

Assume the responsibility for preparing the necessary materials, documentation, coordination and facilitation of all student disciplinary hearings before the Agency Board.

#### EVALUATION

Performance will be evaluated annually by the ~~CRTEC Campus Director~~ Chief Executive Officer.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: CTE Coordinator

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This job may be filled by an employee working part-time for a stipend.

The employee/employment is at all times subject to the rules, regulations, and policies of the Agency as have been promulgated by the COSSA Board of Trustees and each employee is held responsible for having knowledge of such rules, regulations, and policies.

IMMEDIATE SUPERVISOR: ~~CRTEC Campus Director~~ Chief Executive Officer.

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Bachelor's Degree from a four year college or university.
3. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES:

1. Manage state-approved Career-Technical Education and programs.
2. Submit all reports and responses to the State Division of Career & Technical Education requests for information in an accurate and timely fashion.
3. Facilitate the development of the COSSA CTE program calendar, including the appropriate scheduling of busing and other services.
4. Plan, implement and coordinate a comprehensive marketing and public relations program promoting Career-Technical Programs.
5. Implement and adhere to all policies and procedures as approved by the COSSA Board.
6. Evaluate and supervise CTE staff in accordance with state guidelines and COSSA policies.
7. Act as "mentor" teacher for the CRTEC CTE staff.
8. Develop and coordinate a program of personnel and staff development for the CTE staff.
9. Oversee and coordinate the curriculum to ensure a standard and natural progression of CTE programs for the CRTEC campus.
10. Evaluate each of the CRTEC's CTE programs to ensure that the educational courses are appropriate and there is maximum utilization of equipment, facilities and instructors.
11. Coordinate the development of the Career-Technical course schedules.
12. Work closely with the COSSA Business Manager/Board Clerk relating to the CTE budget management and day to day financial operations of CTE programs.
13. Perform such other duties as directed by the CRTEC Campus Director.
14. Establish a strong mutually beneficial relationship between the local businesses and industries and the CRTEC Career-Technical Programs.

EVALUATION: Performance will be evaluated annually by the ~~CRTEC Campus Director~~ Chief Executive Officer.

# COSSA

## Administrative/Maintenance Department Personnel

### Responsible to the Chief Executive Officer

1. Business Manager/Clerk of the Board/Office Supervisor/HR Officer
2. Short-Term Training (STT) Coordinator

### Responsible to the ~~CRTEC Campus Director~~ **COSSA Building Principal**

3. Custodial/Grounds/Maintenance Supervisor
4. Day Care Supervisor
5. School Resource Officer (SRO)

### Responsible to Others

6. Kitchen Manager
7. Custodial/Grounds/Maintenance Worker
8. Registrar/Attendance Clerk/Administrative Assistant
9. Special Education Clerk/Substitute Coordinator/Administrative Assistant
10. Day Care Worker

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Business Manager/Clerk of the Board/Office Supervisor/HR Officer/**Treasurer**

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR:        COSSA CEO

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the school Agency.
2. Bachelor’s Degree from a four year college or university; or three or more years of related experience and/or training; or equivalent combination of education and Agency business office experience.
3. Working knowledge of accounting, general ledger, payroll, fixed assets, supervisory and office procedures.
4. Working knowledge on software applications and technology use.
5. Ability to relate to general public, teachers, administrators, board, and students.
6. Such alternatives to the above qualifications as the school board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

1. Acts as advisor to the COSSA CEO and Board of Trustees on all questions relating to the business and financial affairs of the school Agency.
2. Prepares and analyzes financial information for annual fiscal year-end audit.
3. Reports necessary information (certified/classified personnel data, ISEE Personnel Reports, funding, etc) and completes all reports for the State Department of Education and the Professional-Technical Department of Education.
4. Receives, deposits, and monitors investments of all Agency funds as designed by the Board of Trustees and/or the Executive Director in accordance with the provisions of the public depository laws.
5. Coordinates and implements Agency budgets, providing applicable reports to: the COSSA CEO, Board of Trustees, Professional-Technical Instructors and other supervisors.
6. Maintain cash flow operations and invest idle funds in accordance with Section 33-701 Idaho Code.



7. Assists the COSSA CEO with preparation for specifications on all purchases, which are to be submitted for bid and has specifications approved by appropriate person prior to publication.
8. Assists the COSSA CEO and other supervisors in budgeting, monitoring monthly expenditures, and providing monthly detailed expenditures (Detail Ledger).
9. Verifies budget codes on purchase orders, which have been properly authorized by the signature of the person in charge of budget area.
10. Issues checks for payment of all bills. The Board of Trustees shall approve all lists of payees, detailed description and the amounts of the checks authorized.
11. Maintain such payroll and accounting procedures as are necessary to prepare the reports on expenditures, revenues, and the financial affairs of COSSA as are required by law and the Board of Trustees or COSSA CEO.
12. Works with the COSSA CEO to maintain updated and appropriate accounting procedures, job descriptions, financial & proposed budget reports and the Agency's policies and procedures.
13. Keep records covering the financial history of COSSA properties, together with appraisals of estimates of present-value.
14. Keeps a record of all property insurance of COSSA according to the instructions of the Board in the name of and for the benefits COSSA and in such amounts as the Board may direct.
15. Files necessary documentation on insurance claims for COSSA.
16. Keeps records of fixed assets of all buildings insurance for audit purposes.
17. Gathers and assembles data relevant to wages, salaries and benefits, and policies.
18. Monitors and records student activity accounts for each program and maintains financial information concerning their receipts and disbursements.
19. Attends monthly School Board meetings to answer any questions that may arise regarding financial responsibility.
20. Posts and publishes legal notices, as required.
21. Oversees Administrative Office operations as required.
22. Maintains filing system for all business and personnel-related data.
23. Perform clerk/treasurer duties as per Idaho Code.
24. Record and transcribe the minutes of board meetings and distribute to the board members and districts.
25. Notify concerned parties of action by the Board of Trustees as directed by the Chairman.
26. Manage CTE accounting (10 Forms), in cooperation with CTE Coordinator
27. Manage the accounting for all grants received
28. Act as COSSA's Human Relations Officer, liaison with the State Department of Education with regard to teacher certification, highly qualified status, etc.
29. Manage equipment inventory for COSSA
30. Manage ERATE reimbursement funds
31. Performs other tasks as assigned by the COSSA CEO.

**EVALUATION:**

Evaluations are conducted by the COSSA CEO in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Short-Term Training (STT) Coordinator

TERMS OF EMPLOYMENT:

The actual work schedule is to be established by the COSSA CEO and the COSSA Board.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: COSSA CEO

QUALIFICATINS:

1. Criminal history check and fingerprinting as required by the school Agency.
2. Bachelor’s Degree from a four year college or university; or three or more years of related experience and/or training; or equivalent combination of education and Agencyadult and evening training experience.
3. Working knowledge of supervisory and office procedures.
4. Working knowledge on software applications and technology use.
5. Ability to relate to general public, teachers, administrators, board, and students.
6. Such alternatives to the above qualifications as the school board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

1. Short-Term Training Coordinator
  - 1.a. Admin support for night school/industry training
  - 1.b. Create night school/industry class schedule
  - 1.c. Create night school/industry class marketing materials
  - 1.d. Interactive Media outreach
    - Website (including all forms)
    - Facebook
    - Quarterly newsletter
  - 1.e. Coordinate Industry donations

EVALUATION: Evaluations are conducted by the Chief Executive Office in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Custodial/Grounds/Maintenance Supervisor

TERMS OF EMPLOYMENT:

Classified pay schedule. Work year to be established by the Board

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: ~~COSSA CEO~~ **COSSA Building Principal**

QUALIFICATIONS:

1. High school diploma, GED or equivalent.
2. Must have or be able to obtain an Idaho State Applicators License for Pest and Weed Control.
3. Heavy lifting and routine grounds keeping tasks are often involved, which requires good health and physical condition. Must be able to lift 50 pounds.
4. The custodial portion requires manual labor involving general cleaning and housekeeping duties along with light maintenance inside and outside of the school buildings. Also, includes watering and snow removal.
5. Must pass criminal background check.
6. Must be willing to assume administrative duties associated with the Maintenance Department, including budget, submitting requisitions, etc.

PERFORMANCE RESPONSIBILITIES:

1. To mow, water and trim lawns on a regular basis.
2. To sweep, (or rake), lawns of grass and leaves as needed.
3. To apply necessary chemicals as needed to care for lawns and grounds.
4. Empty trash receptacles throughout the school complex (exterior) on a (minimum) weekly basis, more often as needed.
5. Clean curbs and gutters as needed.
6. Maintain both above ground and underground sprinkler systems.
7. Remove snow as needed.
8. Apply ice melt as needed.
9. Help maintain all grounds related equipment and perform preventive maintenance on equipment as required.
10. Check buildings on a regular basis (evenings) throughout the school year, providing security.
11. Provide entrance for special use groups.

12. During cold weather (below freezing) check the buildings on weekends and holidays. Comp time may apply for time beyond their regular calendar.
13. Keep building and premises, including sidewalks and parking lot neat and clean at all times.
14. To regulate heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity.
15. To shovel, plow, sand, and ice-melt walks and steps as appropriate.
16. Check daily to ensure that all exit doors and all panic bolts are working properly.
17. Sweep/vacuum (as appropriate) classrooms twice weekly and dust furniture as needed.
18. Clean corridors after school each day.
19. Scrub, hose down and disinfect bathrooms weekly or as needed, including cleaning all sanitary fixtures and drinking fountains daily.
20. Wash windows both the inside and outside at least twice each year, more frequently if necessary.
21. Keep floors in a clean and attractive condition and in a good state of preservation.
22. Make such minor building repairs as he/she is capable of and is within a 30 minute time frame.
23. Report immediately to the principal any damage to school property.
24. Remain on school premises when the use of the building has been authorized and his/her attendance is required by the supervisor. Comp time may apply for time beyond their regular calendar.
25. To assume responsibility of the closing of the building each school day and for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off.
26. Keep an inventory of supplies and equipment and requisition such needed replacements far enough in advance so that they may be delivered in such time as will not hinder the custodial duties.
27. Conduct an ongoing program of general maintenance, upkeep and repair of building.
28. Move furniture or equipment as required for various activities and as directed by the principal and/or supervisor.
29. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
30. Comply with any and all requests that the director may require.
31. Attend Board of Trustees meetings as required by the CEO.
32. Supervise maintenance, custodial, and grounds-keeping assistants.
33. Perform related duties such as Safety Officer (separate job description), inventory control, assisting with recycling, some aspects of food service, etc.
32. Perform other duties as assigned by the CEO or the COSSA Board of Trustees.

EVALUATION:

Evaluations are conducted by the COSSA CEO in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Day Care Supervisor

TERMS OF EMPLOYMENT:

Classified pay schedule. Work year to be established by the ~~CRTEC Campus Director~~  
**COSSA Building Principal**.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: ~~CRTEC Campus Director~~ **COSSA Building Principal**

QUALIFICATIONS:

1. High school diploma, GED or equivalent.
2. Must pass criminal background check.
3. Child & Infant CPR and First Aid
4. Food Handler’s certificate
5. Civil Rights Training

PERFORMANCE RESPONSIBILITIES:

1. Work with ~~CRTEC Campus Director~~ **COSSA Building Principal** to screen individuals to work in the nursery, including submitting the background check.
2. Use the Laptop to create an inventory of any furnishing that come into the nursery, and who they belong to.
3. Work with IdahoSTARS to determine what furnishings and materials are needed and submit a requisition for those items.
4. Create COSSA unique forms, including but not limited to:
  - Supplies needed
  - Check-in/out
  - Daily record
  - Student handbook
  - Daily Activity Schedules

5. File the necessary paperwork to renew the Day Care license every two years
6. Maintain student files, including but not limited to:
  - ICCP Records
  - Immunization Records
7. Liaison with ICCP and COSSA Academy Registrar to register student mothers
8. Liaison with the moms to ensure that they are going to use the nursery. If they are not, find out why. What can we do to get their babies here?
9. Work with Food Service to apply for reimbursement for feeding the nursery children.
10. Work with Maintenance Department to prepare for annual health and fire inspections. Maintain results of these inspections.
11. Clean and sanitize the Day Care daily

**EVALUATION:**

Evaluations are conducted by the ~~CRTEC Campus Director~~ **COSSA Building Principal** in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: School Resource Officer (SRO)

TERMS OF EMPLOYMENT:

Work schedule determined by City of Wilder in accordance with the Service Provider Agreement.

The SRO is an employee of the City of Wilder. A Service Provider Agreement will be executed between COSSA and the City of Wilder that details the working relationship between COSSA and the SRO.

IMMEDIATE SUPERVISOR: ~~CRTEC Campus Director~~ **COSSA Building Principal**

QUALIFICATIONS:

1. High school diploma, GED or equivalent.
2. Must pass a criminal background check.
3. Have the following law enforcement qualifications:
  - a. Be employed as a part-time officer of the City of Wilder;
  - b. Possess specific knowledge of juvenile law procedures;
  - c. Ability to use recording and photographic equipment;
  - d. Have knowledge of the indicators of drug and alcohol use and of drug and alcohol testing;
  - e. Ability to properly process and preserve evidence;
  - f. Ability to write clear and concise reports;
  - g. Ability to communicate and work well with students, parents and teachers, administrators, trustees and others;
  - h. Ability to investigate incidents and interview individuals; and
  - i. Ability to use independent judgment to solve problems and draw appropriate conclusions from facts presented.

PERFORMANCE RESPONSIBILITIES

1. Provide staff in-service and/or classroom instruction relative to issues of law and safety, including, but not limited to, a basic understanding of the criminal laws, and the role of law enforcement, when requested to do so by the principal or designee;
2. Coordinate all SRO activities with the Principal or designee and involved staff members;
3. Patrol school campus grounds and buildings as necessary to monitor student conduct and ensure a safe environment;
4. Monitor at-risk students, as requested by Principal or designee;
5. Conference with students, parents, parole officers and faculty members to assist with problems of law enforcement and/or crime prevention;

6. Coordinate referrals to community agencies and resources when necessary to assist students and staff. The SRO must be familiar with all community agencies and resources which offer assistance to youth and families, including but not limited to mental health clinics, drug treatment centers, etc.
7. Provide assistance to the Principal and staff in developing plans and strategies to prevent and/or minimized dangerous situations, which may occur on school grounds or at school events.
8. Adhere to school policy, police manual regulations, City of Wilder policy manuals and Idaho State Law;
9. Take all necessary law enforcement action, as required against intruders, loiterers, students, or any individual(s) disrupting the educational process, or whose presence is detrimental to the morale, health, safety, academic learning or discipline of students at school or any school related function, to the extent allowed by law. As soon as practicable, the SRO shall inform the Principal or designee of such actions. Additionally, whenever practicable, the SRO shall advise the Principal or designee before requesting additional police assistance on campus or at any school event;
10. Provide assistance to other law enforcement officers in matters regarding any school or school sponsored event to which the SRO is assigned.
11. Maintain the records of the operations of the times, dates, and services provided by the SRO program and submit reports as requested by the Principal or designee;
12. The SRO shall not act as school disciplinarian. However, if the Principal or designee believes a particular incident violates the law, the Principal or designee shall contact the SRO and the SRO shall determine whether law enforcement action is appropriate; and
13. The SRO or Police Chief shall coordinate with the COSSA Principal or designee in dealings with the County on probation, parole and the Juvenile Court System; and
14. Provide such other duties and responsibilities relative to school safety, drug and alcohol prevention, crime prevention, and emergency preparedness, as assigned by the Principal or designee as long as it is not in conflict with the directions of the Police Chief.



CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: CRTEC Kitchen Manager

TERMS OF EMPLOYMENT:

Classified pay schedule. Work year to be established by the Board/Superintendent.

Note: This position may be combined with the COSSA Food Service Coordinator position (described in the section on “stipends” below) .

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: COSSA Food Service Coordinator

QUALIFICATIONS:

1. High school diploma, GED or equivalent.
2. Food Service Supervision training conducted by the Idaho State Department of Education

PERFORMANCE RESPONSIBILITIES:

- A. Provide a quality Child Nutrition Program (CNP). Establish quality standards for the content, presentation and service of food.
- B. Prepare a variety of meats, seafood, poultry, vegetables and other food items for cooking in broilers, oven, grills, fryers and a variety of other kitchen equipment.
- C. Assume 100% responsibility for quality of products served.
- D. Knows and complies consistently with our standard portion sizes, cooking methods, quality standards and kitchen rules, policies and procedures.
- E. Stocks and maintains sufficient levels of food products at line stations to assure a smooth service period.
- F. Positions food products prior to cooking according to standard portion sizes and recipe specifications.
- G. Maintains a clean and sanitary work station area including tables, shelves, grills, broilers, fryers, pasta cookers, saute’ burners, convection ovens, flat top range and refrigeration equipment.

- H. Prepares items for broiling, grilling frying, saute'ing or other cooking methods by portioning, battering, breading, seasoning and/or marinating.
- I. Follows proper plate presentation and garnish set up for all dishes.
- J. Handles, stores and rotates all products properly.
- K. Assists in food prep assignments during off-peak periods as needed.
- L. Closes the kitchen properly and follows the closing checklist for kitchen stations. Assists others in closing the kitchen.
- M. Attends all scheduled employee meetings and brings suggestions for improvement.
- N. Performs other related duties as assigned by the Food Service Director.

EVALUATION:

Evaluations are conducted by the COSSA Food Service Coordinator in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Custodial/Grounds/Maintenance Worker

TERMS OF EMPLOYMENT:

Classified pay schedule. Work year to be established by the Board

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: Custodial/Grounds/Maintenance Supervisor

QUALIFICATIONS:

1. High school diploma, GED or equivalent.
2. Must have or be able to obtain an Idaho State Applicators License for Pest and Weed Control.
3. Heavy lifting and routine grounds keeping tasks are often involved, which requires good health and physical condition. Must be able to lift 50 pounds.
4. The custodial portion requires manual labor involving general cleaning and housekeeping duties along with light maintenance inside and outside of the school buildings. Also, includes watering and snow removal.
5. Must pass criminal background check.

PERFORMANCE RESPONSIBILITIES:

1. To mow, water and trim lawns on a regular basis.
2. To sweep, (or rake), lawns of grass and leaves as needed.
3. To apply necessary chemicals as needed to care for lawns and grounds.
4. Empty trash receptacles throughout the school complex (exterior) on a (minimum) weekly basis, more often as needed.
5. Clean curbs and gutters as needed.
6. Maintain both above ground and underground sprinkler systems.
7. Remove snow as needed.
8. Apply ice melt as needed.
9. Help maintain all grounds related equipment and perform preventive maintenance on equipment as required.
10. Check buildings on a regular basis (evenings) throughout the school year, providing security.
11. Provide entrance for special use groups.
12. During cold weather (below freezing) check the buildings on weekends and holidays. Comp time may apply for time beyond their regular calendar.

13. Keep building and premises, including sidewalks and parking lot neat and clean at all times.
14. To regulate heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity.
15. To shovel, plow, sand, and ice melt walks and steps as appropriate.
16. Check daily to ensure that all exit doors and all panic bolts are working properly.
17. Sweep/vacuum (as appropriate) classrooms twice weekly and dust furniture as needed.
18. Clean corridors after school each day.
19. Scrub, hose down and disinfect bathrooms weekly, or as needed, including cleaning all sanitary fixtures and drinking fountains daily.
20. Wash windows both the inside and outside at least twice each year, more frequently if necessary.
21. Keep floors in a clean and attractive condition and in a good state of preservation.
22. Make such minor building repairs as he/she is capable of and is within a 30 minute time frame.
23. Report immediately to the principal any damage to school property.
24. Remain on school premises when the use of the building has been authorized and his/her attendance is required by the supervisor. Comp time may apply for time beyond their regular calendar
25. To assume responsibility of the closing of the building each school day and for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off.
26. Keep an inventory of supplies and equipment and requisition such needed replacements far enough in advance so that they may be delivered in such time as will not hinder the custodial duties.
27. Conduct an ongoing program of general maintenance, upkeep and repair of building.
28. Move furniture or equipment as required for various activities and as directed by the principal and/or supervisor.
29. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
30. Comply with any and all requests that the director may require.
31. Perform other duties as assigned by the Executive Director or the COSSA Board of Trustees.

**EVALUATION:**

Evaluations are conducted by the Custodial/Grounds/Maintenance Supervisor in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Registrar/Attendance Clerk/Administrative Assistant/Sub Coordinator

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: Principal (Attendance Clerk/Admin Assistant/Sub Coordinator); Counselor (Registrar); CTE Coordinator (CTE students)

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the school Agency.
2. Working knowledge of student management software (Powerschool and/or Mileposts) supervisory and office procedures.
3. Working knowledge on software applications and technology use.
4. Ability to relate to general public, teachers, administrators, board, and students.
5. Such alternatives to the above qualifications as the school board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

Registrar

1. Scheduling. Assist the School Counselor as needed to:
  - 1.a. Build master schedule in coordination with COSSA Academy Counselor and CTE Coordinator
  - 1.b. Enter current year master schedule in Powerschool in coordination with COSSA Academy Counselor and CTE Coordinator
  - 1.c. Assist student with registration
  - 1.d. Verify each student’s schedule is entered in Powerschool
  - 1.e. Balance class loads in coordination with COSSA Academy Counselor and CTE Coordinator
  - 1.f. Process class change requests in coordination with COSSA Academy Counselor and CTE Coordinator

## 2. Register all new students

- 2.a. Enter new student data
- 2.b. Verify immunizations are up-to-date
- 2.c. Request files from previous school
- 2.d. Enter the student's schedule in coordination with COSSA Academy

Counselor and CTE Coordinator

2.e. Enter grades from previous school's transcript in coordination with COSSA Academy counselor

## 3. Withdraw a student

- 3.a. Confirm with parent/guardian allowing student to withdraw
- 3.b. Complete a "withdrawal" form
- 3.c. Inactivate student in Powerschool

## 4. Progress reports/report cards/transcripts

- 4.a. Report summer school or correspondence grades to home schools
- 4.b. Prepare progress reports for parent/teacher conferences
- 4.c. Prepare quarter report cards for students
- 4.d. Prepare quarterly credit warning and credit appeal letters for CTE students and COSSA Academy students who have exceeded the allowed number of absences per quarter. After the appeal process, send letters alerting parents on granting or loss of credit in the previous quarter.
- 4.e. Send out transcripts to designated colleges
- 4.f. Prepare a list of retained students
- 4.g. Print and mail student report cards quarterly

## 5. Miscellaneous. Assist the School Counselor as needed to gather information to:

- 5.a. Update and send yearly graduate report to the National Clearinghouse website in coordination with COSSA Academy Counselor
- 5.b. Maintain high school information on the NCAA Clearinghouse website and send transcripts when requested
- 5.c. Help build the state testing schedule, ASVAB testing schedule, and testing groups in coordination with COSSA Academy Counselor

## 6. Files

- 6.a. Mail files of former students upon request
- 6.b. Process files received for new students
- 6.c. Maintain all current student files. File report cards, state test scores, correspondence to/from parent/guardian, etc
- 6.d. Maintain all former student files. File requests for transcripts, etc
- 6.e. Mail transcripts from inactive files upon request

## 7. Beginning of school year

- 2.a. Prepare for registration
  - copy extra schedules, registration forms, etc
  - set up registration for students

- 2.b. Print student schedules for first day of school

## 8. End of school year

- 3.a. Assist Counselor in preparing Academic Letter Award list
- 3.b. Assist Counselor in preparing Perfect Attendance Award Certificates
- 3.c. Prepare scholarship insert for graduation program
- 3.d. Send final transcripts to designated colleges
- 3.e. Move all class files forward to next year
- 3.f. Clean out senior/inactive student files and move to storage

### Attendance Clerk

#### 1. Maintain daily attendance

- 1.a. Receive phone calls concerning attendance
- 1.b. review/correct attendance codes for absences, tardies, testing, or school excused activities
- 1.c. Process daily attendance reports
- 1.d. Create "4-day" and "6-day" absence letters to parents
- 1.e. Daily, contact parent/guardian for every COSSA Academy student reported absent, alerting them to the student's absence. Contact should be made by 10:00 a.m. every day
- 1.f. Daily, contact the home school for every CTE student reported absent, alerting them to the CTE student's absence. Contact should be made by 9:30 a.m. for AM CTE students, and by 1:00 p.m. for PM CTE students
- 1.g. File notes and inputs appropriate information in student database system

#### 2. State attendance forms

- 2.a. Verify ADA on aggregated attendance detail report on the ISEE upload
- 2.b. Verify/correct the drop-out report during the open window period, in coordination with the school counselor
- 2.c. Create the PTS ADA attendance report three times per school year, per the State Division of CTE calendar, in coordination with the school counselor

### Administrative Assistant

#### 1. Office duties

- 1.a Request assignments for ISS students or absent students upon parent request

- 1.b. Supervise ISS students and other students sent to the office
- 1.c. Send faxes for staff
- 1.d. Maintain and repair copiers if possible
- 1.e. Answer telephone and send messages to staff and students
- 1.f. Prepare any miscellaneous report requested by the Principal
- 1.g. Assist with general CRTEC admin – copying/collating/filing
- 1.h. Interface with probation and parole in the absence of the ISS

**Supervisor/SRO**

- 1.i. Maintain building/classroom scheduling calendar
- 1.j. Summer school admin support
- 1.k. Coordinate COSSA Academy graduation
- 1.l. Create letters of compliance for driving permits, per ITD regulations
- 1.m. Create notification of suspension of driver's license and privileges, per ITD regulations
- 1.n. Create notification of intent to suspend driver's license and privileges per ITD regulations

**Substitute Coordinator**

- 1. Arranges substitutes for all COSSA Regional Technology and Education Center (CRTEC) personnel in accordance with Agency policy.

**EVALUATION:**

Evaluations are conducted by the Principal and School Counselor in accordance with Idaho Code.



CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Special Education Clerk/Administrative Assistant/Substitute Coordinator

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO, COSSA Special Education Director, Business Manager and the COSSA Board.

This position shall be considered in all respects "employment at will". Neither the employment period nor any other descriptions as to positions, duty, or assignment shall create a property right in the employment and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as the employment continues.

IMMEDIATE SUPERVISOR: Special Education Director – S.E. Clerk  
Office Supervisor – Substitute Coordinator and  
Administrative Support

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the school Agency.
2. Bachelor's Degree from a four year college or university; or three or more years of related experience and/or training; or equivalent combination of education and Agency business office experience.
3. Working knowledge of accounting, general ledger, payroll, fixed assets, supervisory and office procedures.
4. Working knowledge on software applications and technology use.
5. Ability to relate to general public, teachers, administrators, board, and students.
6. Such alternatives to the above qualifications as the school board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

Special Education Clerk

1. Maintain Special Ed master files - file management  
- information requests
2. Process all Special Education purchase orders
3. Create calendars for all Agency Spec Ed employees
  
4. Under the direction of the Special Education Director, acts as liaison between the COSSA special education personnel and the Special Education Director.
5. Under the direction of the Special Education Director, maintains all student special education files.
6. Under the direction of the Special Education Director, assists with the data entry of all special education reports.

7. Collect and input data to ISEE - Pre-school  
- December 1 count

### Administrative Assistant

1. Acts ethically and confidentially in all aspects of employment.
2. Greets public, answers Agency office phone, and provides clerical assistance in addition to assisting with the Agency Office operations in order to establish a friendly and helpful atmosphere.
3. Maintains and verifies all COSSA inventory and assets.
4. Under the direction of the Business Manager, reports necessary information (certified/classified personnel data, funding, etc) and completes all reports for the State Department of Education.
5. Under the direction of the Business Manager, receives, deposits and monitors investments of all Agency funds as designated by the Board of Trustees and/or Superintendent in accordance with the provisions of the public depository laws.
6. Under the direction of the Business Manager, processes all purchase orders and verifies budget codes, which have been properly authorized by the signature of person in charge of budget area.
7. Under the direction of the Business Manager, verifies and files accounts payable invoices and mails checks for payment of all accounts receivable bills.
8. Under the direction of the Business Manager, assists with the maintenance of all personnel records as required by state law.
9. Under the direction of the Business Manager, processes all Agency requisitions and purchase orders.
10. Under the direction of the Business Manager, prepares and files all E-Rate forms.
11. Manages the CRTEC key assignment system.
12. Manages the COSSA email domain.
13. Process incoming and outgoing mail.
14. Performs other tasks as assigned by the COSSA CEO, Special Education Director and Business Manager.

### Substitute Coordinator

1. Arranges substitutes for all COSSA Special Education personnel in accordance with Agency policy.
2. Conducts new substitute training in accordance with the COSSA Substitute Manual. Training topics will include:

- Contents of the COSSA Substitute Manual
- Substitute Procedures
- Payroll
- Classroom Management
- Discipline Procedures

### EVALUATION:

Evaluations are conducted jointly by the Special Education Director and Business Manager in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Day Care Worker

TERMS OF EMPLOYMENT:

Classified pay schedule. Work year to be established by the CRTEC Campus Director.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: CRTEC Day Care Supervisor

QUALIFICATIONS:

1. High school diploma, GED or equivalent.
2. Must pass criminal background check.
3. Child & Infant CPR and First Aid
4. Food Handler’s certificate
5. Civil Rights Training

PERFORMANCE RESPONSIBILITIES:

1. Work with CRTEC Day Care Supervisor to create an inventory of any furnishing that come into the nursery, and who they belong to.

2. Work with CRTEC Day Care Supervisor to determine what furnishings and materials are needed and submit a requisition for those items.

3. Work with CRTEC Day Care Supervisor to create COSSA unique forms, including but not limited to:

- Supplies needed
- Check-in/out
- Daily record
- Student handbook
- Daily Activity Schedules

4. Work with CRTEC Day Care Supervisor to maintain student files, including but not limited to:

- ICCP Records
- Immunization Records

5. Work with CRTEC Day Care Supervisor, ICCP, and COSSA Academy Registrar to register student mothers.

6. Liaison with the moms to ensure that they are going to use the nursery. If they are not, find out why. What can we do to get their babies here?

7. Work with CRTEC Day Care Supervisor and with Food Service to apply for reimbursement for feeding the nursery children.

8. Work with CRTEC Day Care Supervisor and with Maintenance Department to prepare for annual health and fire inspections. Maintain results of these inspections.

9. Clean and sanitize the Day Care daily.

**EVALUATION:**

Evaluations are conducted by the CRTEC Day Care Supervisor in accordance with Idaho Code.

# CRTEC COSSA Academy

Responsible to the COSSA Academy ~~Building~~ Principal

1. Certified Classroom Teacher
2. Certified Counselor
3. ISS Supervisor
4. ~~Admin Assistant/Junior High Aide/Floating Substitute~~ Maintenance Supervisor
5. Powerschool Coordinator
6. Remediation Specialist

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: COSSA Academy Certified Classroom Teacher

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board.

The employee/employment is at all times subject to the rules, regulations, and policies of the Agency as have been promulgated by the COSSA Board of Trustees and each employee is held responsible for having knowledge of such rules, regulations, and policies.

IMMEDIATE SUPERVISOR: COSSA Academy Building Principal

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Certification as a Standard Secondary Teacher endorsed in a specific subject area applicable to COSSA Academy
3. Working knowledge of student management software (Powerschool) supervisory and office procedures.
4. Working knowledge on software applications and technology use.
5. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES

**1 - Student Performance and Growth** – There is evidence students' respond to instruction and student performance and/or grades are at a minimum, stable, demonstrate performance growth, or show proficiency.

**2 - Teaching Response to Student Performance** - Shows evidence of student response to instruction. Teacher recognizes and adjusts instruction appropriately when student learning needs have not been met.

**3 - Demonstrates Mastery of Subject Matter and Knowledge of Curriculum and Instructional Strategies** – Teacher demonstrates a thorough knowledge of the subject matter they are instructing as evidenced by alignment with State educational standards and student success on end of course exams and State assessments such as the ISAT.

**4- Demonstrates evidence of good subject matter background** - uses both textbook and related materials as sources of information; adapts techniques and materials to varied abilities of students; makes effective choices of learning experiences and techniques in terms of goals sought.

**5 - Classroom Management and Discipline** – Classroom procedures and routines are effective, control is evident, and disruptions are infrequent. Manages discipline according to Agency policy and building procedures.

**6 - Grades, Reports, and Records** - Punctual with grades, reports, and/or records. They are accurate and neatly done.

**7 - Classroom Organization and Learning Environment** - Classroom appearance, organization, and environmental print are conducive to learning.

## **PROFESSIONAL QUALITIES EXPECTATIONS**

**A. Enthusiasm** – Evidence of enjoyment and enthusiasm in the work and the classroom.

**B. Professional Growth** – Recognizes professional growth as a means to improve self and improve student performances. Actively and positively participates in professional growth opportunities. Cooperates and takes advantage of mentors, coaches, and trainers.

**C. Judgment** - Makes appropriate judgments in decisions, planning and carrying out plans with students and teaching staff.

**D. Rapport with Students/Parents/Staff** - Students generally react favorably to teacher's leadership; evidence of a good understanding among parents, students, and teachers; willing to listen to concerns; and establishes and maintains rapport with the staff.

**E. Out-of-Class Responsibilities/Cooperation** - Readily gives out-of-class aid to students who need make-up work or extra time; participates in assigned out-of-class responsibilities. Actively seeks to promote cooperation.

## **PERSONAL QUALITIES EXPECTATIONS**

**A. Temperament/Tactfulness/Cooperation** - At ease in the classroom; handles situations with patience and calmness; uses discretion in handling confidential information. Effectively manages conflicts and difficult situations with students and adults.

**B. Dependability/Attendance/Punctuality/ Appearance** - Shows a strong sense of dependability; completes all assignments in accordance with time limits; regular attendance/punctual for assignments; can be depended upon; strives for accuracy. Properly groomed and professional in appearance.

**C. Attitude Toward Constructive Criticism** - Accepts suggestions and is willing to implement them.

EVALUATION:

Evaluations are conducted by the COSSA Academy Principal in accordance with Idaho Code.



CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: COSSA Academy Certified Counselor

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. Daily work schedule includes a minimum of eight (8) hours per day on-site assignment (typically 8:00 a.m. – 4:00 p.m.).

The employee/employment is at all times subject to the rules, regulations, and policies of the Agency as have been promulgated by the COSSA Board of Trustees and each employee is held responsible for having knowledge of such rules, regulations, and policies.

IMMEDIATE SUPERVISOR: COSSA Academy Building Principal

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Certification as a School Counselor. Requires a Master's Degree.
3. Working knowledge of student management software (Powerschool).
4. Working knowledge on software applications and technology use, including Idaho's longitudinal data base (ISEE) .
5. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES

1. School counselor:

- schedules and scheduling (see Registrar's duties for details).
- creating 4-, 6-, and 8-year plans.
- preventive and responsive counseling services
- Summer School counseling.
- National Clearinghouse data management.
- enrolling new students in Powerschool and ISEE.

2. Counseling:

- Guide individuals and groups of students through the development of educational and career plans.
- Counsel with individuals and small groups of students with problems.
- Consult and communicate with teachers, parents, and staff regarding needs of high school students.
- Support students, teachers, and parents in academic achievement and planning.
  
- Connect and refer students to appropriate resources and opportunities.

- Participate in and plan activities which contribute to the effective operation of the school, including annual events such as the “Teens and Risky Behavior Symposium”, Reality Town Simulation, and Career Fair.
- Plan and evaluate the counseling program.
- Provide academic and personal/social intervention for students.
- Event planning and coordination to provide programming for all COSSA consortium schools.

### 3. Other Duties:

- Testing Coordinator and Administrator (COMPASS, ASVAB, ISAT, SBAC, SAT). Coordinate with consortium schools the use of Idaho’s Advanced Opportunity student funds, especially to pay for industry certification.
- Tech Prep Coordinator (school side).
- Class Advisor (as assigned)

EVALUATION: Evaluations are conducted by the COSSA Academy Principal in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: In-School Suspension Supervisor

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: COSSA Academy Building Principal

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the school Agency.
2. Working knowledge of student management software (Powerschool and/or Milesposts) supervisory and office procedures.
3. Working knowledge on software applications and technology use.
4. Ability to relate to general public, teachers, administrators, board, and students.
5. Such alternatives to the above qualifications as the school board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES

1. Hallway Monitor. First thing in the morning and between class periods.

Keep students in Cafeteria and/or bathroom area until warning bells (unless teacher is working with them on an assignment, etc).

2. ISS/OSS Supervisor.

Reflection form filled out.

Discipline Log entry in Powerschool and/or Mileposts.

Log entry in Academic Success “tracking” log.

Student calls parent – if they won’t/can’t the ISS/OSS Supervisor will make the call for them.

For OSS: Fill out form letter for the COSSA Academy Principal’s signature.

Help student make transportation arrangement to get home

Conference with student’s parents, SRO, and faculty members to assist with problems and with school rule violations.

Perform searches and assist in drug testing at the direction of the Principal

3. Lunchroom Monitor.

Keep students in Cafeteria and/or bathroom area until warning bells (unless teacher is working with them on an assignment, etc).

4. Academic Success Coordinator. 2:50 – 4:00 p.m. Tuesday & Wednesday.

Verify students are where they are supposed to be – if not log it and contact the student the next day. Student is truant if not excused. Make appropriate log entries.

If students need general help, determine who can best help them.

5. Attendance Clerk – perform attendance clerk duties when attendance clerk is absent.

EVALUATION: Evaluations are conducted by the COSSA Academy Principal in accordance with Idaho Code.

~~CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description~~

~~TITLE: Administrative Assistant/Junior High Aide/CTE Math Proctor/Floating  
Substitute~~

~~TERMS OF EMPLOYMENT:~~

~~The work schedule is to be established by the COSSA CEO and the COSSA Board.~~

~~This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the Agency at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.~~

~~IMMEDIATE SUPERVISOR:~~ ~~CRTEC Campus Director~~

~~QUALIFICATIONS:~~

- ~~1. Criminal history check and fingerprinting as required by the school Agency.~~
- ~~2. Working knowledge of student management software (Powerschool) supervisory and office procedures.~~
- ~~3. Working knowledge on software applications and technology use.~~
- ~~4. Ability to relate to general public, teachers, administrators, board, and students.~~
- ~~5. Such alternatives to the above qualifications as the school board may find appropriate and acceptable.~~

~~PERFORMANCE RESPONSIBILITIES~~

~~1. Administrative Assistant Responsibilities:~~

- ~~a. Assist with building and front office security, including operation of the front door entry system.~~
- ~~b. Assist with general office duties, including: tardy slips, front office start of the day items, filing, filling printers with paper, making copies for teachers and staff, issuing parking permits, etc.~~
- ~~c. Assist with phones and face to face interactions with parents and visitors to CRTEC, including signing students in and out.~~
- ~~d. Assist with the issuance of medications to students per Board policy.~~

~~2. Junior High Aide Responsibilities:~~

- ~~a. Monitor and keep track of each student's behavior and academics by completing daily log entries; writing down the good and bad behaviors, academics, etc.~~

- ~~\_\_\_\_\_ b. Inform the teacher of any behavior issues from any students in their previous classes.~~
- ~~\_\_\_\_\_ c. Let the teacher know if there are discipline issues and let the teacher handle the discipline. Assist with discipline if requested by the teacher.~~
- ~~\_\_\_\_\_ d. Escort students to ISS if the teacher requests it and immediately return to the classroom to continue monitoring the other junior high students.~~
- ~~\_\_\_\_\_ e. Assist the teacher in helping students with assignments and questions.~~
- ~~\_\_\_\_\_ f. Know and support the classroom rules for each individual teacher. If there is a question or concern about the rules, speak with the teacher privately.~~
- ~~\_\_\_\_\_ g. Be a mentor for the students. Be an adult they can confide in.~~
- ~~\_\_\_\_\_ h. Be professional around the students, including language, attire, and behavior.~~
- ~~\_\_\_\_\_ i. Enforce rules for all students in the hallways and cafeteria.~~

### 3. Student Monitor

- ~~\_\_\_\_\_ a. Help teachers supervise students in the cafeteria and hallways each school day before the first bell rings.~~

### 4. CTE Math Assessment Proctor Responsibilities

- ~~\_\_\_\_\_ a. Assist the CTE Math Coordinator in proctoring quarterly CTE math assessments.~~

### 5. CRTEC Floating Substitute Responsibilities:

- ~~\_\_\_\_\_ a. Act as the COSSA Academy “floating substitute”—substituting for teachers who take professional development leave for teacher visits, or when a normal substitute cannot be located.~~
- ~~\_\_\_\_\_ b. Act as the COSSA Academy substitute for the Food Service Director/Kitchen Manager when those personnel take professional development leave, or when a normal substitute cannot be located. Maintain unique qualifications for both of these positions (CPR, Food Handlers Card, etc).~~

EVALUATION: ~~Evaluations are conducted by the CRTEC Campus Director in accordance with Idaho Code.~~

~~CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description~~

~~TITLE: Remediation Aid~~

~~TERMS OF EMPLOYMENT:~~

~~The work schedule is to be established by the CRTEC Campus Director and the COSSA Board.~~

~~This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.~~

~~IMMEDIATE SUPERVISOR: CRTEC Campus Director~~

~~QUALIFICATIONS:~~

- ~~1. Criminal history check and fingerprinting as required by the school Agency.~~
- ~~2. Working knowledge of student management software (Powerschool) supervisory and office procedures.~~
- ~~3. Working knowledge of Renaissance STAR testing software.~~
- ~~4. Working knowledge on software applications and technology use.~~
- ~~5. Ability to relate to general public, teachers, administrators, board, and students.~~
- ~~6. Such alternatives to the above qualifications as the school board may find appropriate and acceptable.~~

~~PERFORMANCE RESPONSIBILITIES~~

~~1. Remediation Classroom Expectations~~

~~a. Conduct remediation classes for students identified as significantly below grade level in literacy or math, as indicated by their grade level performance on the Renaissance STAR tests.~~

~~b. Research and use best practice remediation techniques to attempt to raise student grade level performance on the Renaissance STAR tests.~~

~~c. Submit requisitions for training aids to assist students in learning basic literacy and math skills.~~

~~EVALUATION: Evaluations are conducted by the COSSA Academy Principal in accordance with Idaho Code.~~

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Special Education Para-Professional

TERMS OF EMPLOYMENT:

This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the Agency at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

The work schedule is to be determined by the calendar year. Regular attendance is an essential function of this job. As per Idaho Code 65-5-1/65-503: "Eligible veterans are provided advantages in public employment in Idaho..."

The employee/employment is at all times subject to the rules, regulations, and policies of the Agency as have been promulgated by the COSSA Board of Trustees and each employee is held responsible for having knowledge of such rules, regulations, and policies.

IMMEDIATE SUPERVISOR: Special Education Teacher & Director of Special Education

JOB SUMMARY:

The primary function of an employee in this class is to provide assistance to special education teachers in the Resource Room (RR), Extended Resource Room (ERR), Therapeutic Learning Classroom (TLC), Early Childhood Special Education (ECSE) program, or Special Day Classroom; assisting in the implementation of students' Individual Education Plans (IEPs). The Paraprofessional works with students with a variety of mild to severe physical, emotional, and learning disabilities and may work with an individual student or groups of students, both in a separate classroom facility or facilitating inclusion into a regular classroom. The position is directly supervised by the assigned COSSA Special Education Teacher with overall supervision by the COSSA Director of Special Education. The primary duties of the position are performed in a classroom environment and may include exposure to body fluids and some personal injury risk from student behaviors. Days and hours shall be assigned by the Special Education Director and District Office. Individual classroom hours shall be assigned by the Special Education Teacher and may vary due to staffing needs.

QUALIFICATIONS

- High school diploma or GED equivalent required; college or other advanced education or training is preferred; and
- Classroom or other instructional experience is preferred; and
- Experience with special needs children is preferred; or



- Any equivalent combination of experience and training providing knowledge and abilities to perform the work.

### ESSENTIAL DUTIES

- Provides assistance to special education teachers in the special education program;
- Assists teachers in implementing students' Individual Education Plans (IEPs);
- Assists teachers by preparing lesson plans and preparing, modifying, and adapting materials and presentations used in the classroom;
- Assists teachers in administering diagnostic, skills, and level testing;
- Assists students with classroom and homework assignments, tutoring, or other supplemental instruction;
- Assists students with socialization, personal hygiene, medications and physical therapy, nutritional, and related personal tasks as needed;
- Assists students individually and/or in a group situation, both in a separate classroom learning facility or by facilitating inclusion into regular classrooms;
- Assists regular classroom teachers by preparing, modifying, and adapting classroom presentations and materials to assigned students;
- Assists teachers with classroom activities, classroom management, lesson plans, grading papers, clerical and record-keeping duties, creating and updating reports and files, and other documentation, as directed;
- Performs substitute teacher duties in the absence of the teacher;
- Assists teachers with clerical duties including, but not limited to, copying, inputting records and data into a computer, faxing, text and document preparation, and related duties;
- Assists in maintaining the classroom in a clean, neat, and orderly status, prepares bulletin boards and displays, and maintains classroom supply levels;
- Assists with student supervision on field trips and related extracurricular activities;
- Performs school grounds, bus, noon, and other monitoring and safety duties, as assigned
- Participates in appropriate training, workshop, and in-service programs;
- Performs other related duties as assigned;
- Performs all work duties and activities in accordance with COSSA & District policies, procedures and safety practices

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic educational procedures and objectives, including classroom instruction and presentation, preparation of teaching materials and aids, behavior management and modification, testing and grading, tutoring, and student-teacher relations and interactions;
- Basic special education methods and procedures for dealing with students with mild to severe physical, emotional, and/or learning disabilities;
- Operation of classroom instructional equipment;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software.

#### Ability to:

- Follow written and oral instructions and observe District policies and procedures;
- Interpret and modify classroom instructions, materials, and presentations to the appropriate learning level of the assigned student;
- Prepare and provide basic classroom services for special needs students, including but not limited to, instruction, tutoring, student evaluation, lesson plans, curriculum implementation, materials preparation, and classroom management;
- Maintain a calm personal demeanor and remain focused in situations of high stress;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Prepare and maintain required records, files, reports, logs, statistics, and documentation;
- Operate classroom instructional equipment;
- Perform basic office tasks including keyboarding, copying, and filing;
- Perform time management and scheduling functions, meet deadlines, and set task priorities;
- Establish and maintain effective working relationships with students, teachers and staff members, and other District personnel;
- Communicate effectively, both orally and in writing;
- Maintain student, school, and parental confidentiality;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### ESSENTIAL PHYSICAL ABILITIES

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively in person, and to hear sounds within the normal range of conversation;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and comprehend, prepare, and review a variety of written and text documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to physically interact with secondary-level students with a variety of disabilities and operate classroom instruction equipment and office equipment, including a personal computer;
- Sufficient personal mobility, agility, strength, and reflexes, with or without reasonable accommodation, which permits the employee to bend, stoop, kneel, stand, walk, run or sit for long periods of time, lift a minimum of 40 pounds, and physically interact with and control students, including applying prescribed restraint techniques, in a special education classroom environment.

#### EVALUATION

Yearly by Supervisor and/or Director of Special Education

# CRTEC

## Career-Technical School (CTS)

### Responsible to the CTE Coordinator

1. **Intro.** Automotive/**Diesel** Technician Instructor
2. ~~Building Trades Instructor~~ **Automotive Technician Instructor**
3. Business/Marketing Instructor
4. Culinary Arts Instructor
5. Pre-Engineering Instructor
6. Health Professions – CNA/**Pharmacy Tech** Instructor
7. Health Professions – EMT Instructor
8. Law Enforcement Instructor
9. Heavy Equipment/Diesel Technician Instructor
10. Welding Instructor

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
JOB DESCRIPTION

TITLE: Automotive Technician Instructor

LENGTH OF CONTRACT: The period of employment and salary shall be determined annually by the Director and the COSSA Board of Trustees.

WORKING SCHEDULE: May be full-time or part-time, a.m. or p.m., or both depending on student load.

IMMEDIATE SUPERVISOR: CTE Coordinator.

JOB SUMMARY

To assist in the development of instructions and community based Professional-Technical training experiences that will permit students to learn specific job requirements through a competency based training curriculum, and gain entry levels skills that facilitate employment in Auto Technician occupations.

QUALIFICATIONS

Certification must be determined by the Division of Professional-Technical Education and, in general requires a Bachelors Degree and three (3) years of recent gainful employment or not less than (8) years of recent successful gainful employment in the technical field in which you will be teaching. Preferably the instructor will have supervisor experience and must qualify for an Idaho Professional-Technical Specialist Certificate.

BACKGROUND CHECK

A complete fingerprint background check must be conducted by the Department of Education with final employment based on candidate having a clear record.

PERFORMANCE RESPONSIBILITIES

1. Develop a curriculum scope and sequence in accordance with suggested state and Industry guidelines and Auto Technician programs, including youth leadership.
2. Cooperate and coordinate with other Instructors, Counselors and Schools in the screening and placement of students in the program.
3. Cultivate and maintain community and Industry based training stations.
4. Develop with employers and the student individualized training programs.
5. Establish follow- up and monitoring procedures for training stations.
6. Take full responsibility for the training and instruction for students while they are under your care, which is not limited to but includes;
  - a. Lesson Preparation
  - b. Preparing instructional materials
  - c. Giving tests and grading students.
  - d. Student discipline and control
7. Meet with all department staff to ensure coordinated effort as related to students, staff curriculum, supplies, facilities reports, youth leadership activities, and Agency and COSSA administration.

8. Carry out other duties and responsibilities as may be assigned by the Professional Technical Education Coordinator or COSSA Board of Trustees.
9. Establish evaluation criteria for classroom and work stations.
10. Develop and maintain an Industry based Advisory Committee.
11. Develop and maintain leadership training activities as an integral point of the program.
12. Provide daily attendance reports to COSSA office in a timely manner as requested.
13. Submit all reports required by the State Division of Professional Technical Education.
14. Serve as a liaison between COSSA and the participating Schools.
15. Maintain appropriate and required school records.
16. Maintain an inventory of all program equipment and materials.
17. Actively participate with building teams in the development of individualized training programs for special needs students.
18. Coordinate with the CTE Coordinator in evaluating and modifying program content and effectiveness.
19. Carry out other duties and responsibilities as may be assigned by the CTE Coordinator.

#### EVALUATION

Performance will be evaluated by the CTE Coordinator.

## ~~CANYON-OWYHEE SCHOOL SERVICE AGENCY JOB DESCRIPTION~~

~~TITLE: Building Trades Instructor~~

~~LENGTH OF CONTRACT: The period of employment and salary shall be determined annually by the Director and the COSSA Board of Trustees.~~

~~WORKING SCHEDULE: May be full-time or part-time, a.m. or p.m., or both depending on student load.~~

~~IMMEDIATE SUPERVISOR: CTE Coordinator.~~

### ~~JOB SUMMARY~~

~~Prepare students for success in secondary, post-secondary, and industry professional-technical mathematics. Develop and implement a competency based training curriculum and assessment program based on individual performance levels and needs.~~

### ~~QUALIFICATIONS~~

~~Applicants must hold or be eligible for, a valid Idaho Education Credential in Building Trades.~~

### ~~BACKGROUND CHECK~~

~~A complete fingerprint background check must be conducted by the Department of Education with final employment based on candidate having a clear record.~~

### ~~PERFORMANCE RESPONSIBILITIES~~

- ~~1. Develop a curriculum scope and sequence in accordance with suggested state and Industry guidelines.~~
- ~~2. Cooperate and coordinate with other Instructors, Counselors and Schools in the screening and placement of students in the program.~~
- ~~3. Develop with Instructors and the student, individualized training programs.~~
- ~~4. Establish follow-up and monitoring procedures.~~
- ~~5. Take full responsibility for the training and instruction of students while they are under your care, which is not limited to but includes;
  - ~~a. Lesson Preparation~~
  - ~~b. Preparing instructional materials~~
  - ~~c. Giving tests and grading students.~~
  - ~~d. Student discipline and control~~~~
- ~~6. Collaborate with all staff members to ensure a coordinated effort in meeting the needs of students, providing meaningful curriculum, acquisition of supplies, and the implementation of Agency, Board, and COSSA policies. Carry out other duties and responsibilities as may be assigned by the Professional-Technical Education Coordinator or COSSA Board of Trustees.~~
- ~~7. Establish evaluation criteria for classroom and work stations.~~
- ~~8. Provide daily attendance reports to COSSA office in a timely manner as requested.~~

- ~~9. Submit all reports required by the State Division of Professional Technical Education.~~
- ~~10. Serve as a liaison between COSSA and the participating Schools.~~
- ~~11. Maintain appropriate and required school records.~~
- ~~12. Maintain an inventory of all program equipment and materials.~~
- ~~13. Actively participate with building teams in the development of individualized training programs for special needs students.~~
- ~~14. Coordinate with the CTE Coordinator in evaluating and modifying program content and effectiveness.~~
- ~~15. Carry out other duties and responsibilities as may be assigned by the CTE Coordinator.~~

#### EVALUATION

~~Performance will be evaluated by the CTE Coordinator.~~

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
JOB DESCRIPTION

TITLE: Business/Marketing Instructor

LENGTH OF CONTRACT: The period of employment and salary shall be determined annually by the Director and the COSSA Board of Trustees.

WORKING SCHEDULE: May be full-time or part-time, a.m. or p.m., or both depending on student load.

IMMEDIATE SUPERVISOR: CTE Coordinator/COSSA Academy Principal (depending on where program is housed)

JOB SUMMARY

To assist in the development of instructions and community based Professional-Technical training experiences that will permit students to learn specific job requirements through a competency based training curriculum, and gain entry levels skills that facilitate employment in Business/Marketing occupations.

QUALIFICATIONS

Certification must be determined by the Division of Professional-Technical Education and, in general requires a Bachelors Degree and three (3) years of recent gainful employment or not less than (8) years of recent successful gainful employment in the technical field in which you will be teaching. Preferably the instructor will have supervisor experience and must qualify for an Idaho Secondary Certified Teacher Certificate, endorsed in Business/Marketing.

BACKGROUND CHECK

A complete fingerprint background check must be conducted by the Department of Education with final employment based on candidate having a clear record.

PERFORMANCE RESPONSIBILITIES

1. Develop a curriculum scope and sequence in accordance with suggested state and Industry guidelines and Business/Marketing programs, including youth leadership.
2. Cooperate and coordinate with other Instructors, Counselors and Schools in the screening and placement of students in the program.
3. Cultivate and maintain community and Industry based training stations.
4. Develop with employers and the student individualized training programs.
5. Establish follow- up and monitoring procedures for training stations.
6. Take full responsibility for the training and instruction for students while they are under your care, which is not limited to but includes;
  - a. Lesson Preparation
  - b. Preparing instructional materials
  - c. Giving tests and grading students.
  - d. Student discipline and control



7. Meet with all department staff to ensure coordinated effort as related to students, staff curriculum, supplies, facilities reports, youth leadership activities, and Agency and COSSA administration.
8. Carry out other duties and responsibilities as may be assigned by the Professional Technical Education Coordinator or COSSA Board of Trustees.
9. Establish evaluation criteria for classroom and work stations.
10. Develop and maintain an Industry based Advisory Committee.
11. Develop and maintain leadership training activities as an integral point of the program.
12. Provide daily attendance reports to COSSA office in a timely manner as requested.
13. Submit all reports required by the State Division of Professional Technical Education.
14. Serve as a liaison between COSSA and the participating Schools.
15. Maintain appropriate and required school records.
16. Maintain an inventory of all program equipment and materials.
17. Actively participate with building teams in the development of individualized training programs for special needs students.
18. Coordinate with the CTE Coordinator in evaluating and modifying program content and effectiveness.
19. Carry out other duties and responsibilities as may be assigned by the CTE Coordinator.

#### EVALUATION

Performance will be evaluated by the CTE Coordinator/COSSA Academy Building Principal (depending on where program is housed)

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
JOB DESCRIPTION

TITLE: Culinary Arts Instructor

LENGTH OF CONTRACT: The period of employment and salary shall be determined annually by the Director and the COSSA Board of Trustees.

WORKING SCHEDULE: May be full-time or part-time, a.m. or p.m., or both depending on student load.

IMMEDIATE SUPERVISOR: CTE Coordinator/COSSA Academy Principal (depending on where program is housed)

JOB SUMMARY

To assist in the development of instructions and community based Professional-Technical training experiences that will permit students to learn specific job requirements through a competency based training curriculum, and gain entry levels skills that facilitate employment in Culinary Arts occupations.

QUALIFICATIONS

Certification must be determined by the Division of Professional-Technical Education and, in general, requires a Bachelors Degree and three (3) years of recent gainful employment or not less than (8) years of recent successful gainful employment in the technical field in which you will be teaching. Preferably the instructor will have supervisor experience and must qualify for an Idaho Professional-Technical Specialist Certificate. Must possess or be able to obtain a current State of Idaho Food Handlers Card and a current Serve Safe Certificate.

BACKGROUND CHECK

A complete fingerprint background check must be conducted by the Department of Education with final employment based on candidate having a clear record.

PERFORMANCE RESPONSIBILITIES

1. Develop a curriculum scope and sequence in accordance with suggested state and Industry guidelines and culinary programs, including youth leadership.
2. Cooperate and coordinate with other Instructors, Counselors and Schools in the screening and placement of students in the program. Cooperate and coordinate with the COSSA Academy food service program.
3. Cultivate and maintain community and Industry based training stations.
4. Develop with employers and the student individualized training programs.
5. Establish follow-up and monitoring procedures for training stations.
6. Take full responsibility for the training and instruction for students while they are under your care, which is not limited to but includes;
  - a. Lesson Preparation
  - b. Preparing instructional materials
  - c. Giving tests and grading students.
  - d. Student discipline and control

7. Meet with all department staff to ensure coordinated effort as related to students, staff curriculum, supplies, facilities reports, youth leadership activities, and Agency and COSSA administration.
8. Carry out other duties and responsibilities as may be assigned by the Professional Technical Education Coordinator or COSSA Board of Trustees.
9. Establish evaluation criteria for classroom and work stations.
10. Develop and maintain an Industry based Advisory Committee.
11. Develop and maintain FCCLA leadership training activities and fund raising as an integral point of the program.
12. Provide daily attendance reports to COSSA office in a timely manner as requested.
13. Submit all reports required by the State Division of Professional Technical Education.
14. Maintain appropriate and required school records.
15. Maintain an inventory of all program equipment and materials.
16. Actively participate with building teams in the development of individualized training programs for special needs students.
17. Coordinate with the CTE Coordinator in evaluating and modifying program content and effectiveness.
18. Carry out other duties and responsibilities as may be assigned by the CTE Coordinator.

#### EVALUATION

Performance will be evaluated by the CTE Coordinator/COSSA Academy Principal (depending on where program is housed)

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
JOB DESCRIPTION

TITLE: Pre-Engineering Instructor

LENGTH OF CONTRACT: The period of employment and salary shall be determined annually by the Director and the COSSA Board of Trustees.

WORKING SCHEDULE: May be full-time or part-time, a.m. or p.m., or both depending on student load.

IMMEDIATE SUPERVISOR: CTE Coordinator.

JOB SUMMARY

To assist in the development of instructions and community based Professional-Technical training experiences that will permit students to learn specific job requirements through a competency based training curriculum, and gain entry levels skills that facilitate employment in Engineering occupations.

QUALIFICATIONS

Certification must determined by the Division of Professional-Technical Education and, in general requires a Bachelors Degree and three (3) years of recent gainful employment or not less than (8) years of recent successful gainful employment in the technical field in which you will be teaching. Preferably the instructor will have supervisor experience and must qualify for an Idaho Professional-Technical Specialist Certificate.

BACKGROUND CHECK

A complete fingerprint background check must be conducted by the Department of Education with final employment based on candidate having a clear record.

PERFORMANCE RESPONSIBILITIES

1. Develop a curriculum scope and sequence in accordance with suggested state and Industry guidelines and Engineering programs, including youth leadership.
2. Cooperate and coordinate with other Instructors, Counselors and Schools in the screening and placement of students in the program.
3. Cultivate and maintain community and Industry based training stations.
4. Develop with employers and the student individualized training programs.
5. Establish follow- up and monitoring procedures for training stations.
6. Take full responsibility for the training and instruction for students while they are under your care, which is not limited to but includes;
  - a. Lesson Preparation
  - b. Preparing instructional materials
  - c. Giving tests and grading students.
  - d. Student discipline and control
7. Meet with all department staff to ensure coordinated effort as related to students, staff curriculum, supplies, facilities reports, youth leadership activities, and Agency and COSSA administration.

8. Carry out other duties and responsibilities as may be assigned by the Professional Technical Education Coordinator or COSSA Board of Trustees.
9. Establish evaluation criteria for classroom and work stations.
10. Develop and maintain an Industry based Advisory Committee.
11. Develop and maintain leadership training activities as an integral point of the program.
12. Provide daily attendance reports to COSSA office in a timely manner as requested.
13. Submit all reports required by the State Division of Professional Technical Education.
14. Serve as a liaison between COSSA and the participating Schools.
15. Maintain appropriate and required school records.
16. Maintain an inventory of all program equipment and materials.
17. Actively participate with building teams in the development of individualized training programs for special needs students.
18. Coordinate with the CTE Coordinator in evaluating and modifying program content and effectiveness.
19. Carry out other duties and responsibilities as may be assigned by the CTE Coordinator.

#### EVALUATION

Performance will be evaluated by the CTE Coordinator.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
JOB DESCRIPTION

TITLE: Health Professions – Certified Nurse Assistant (CNA) Instructor

LENGTH OF CONTRACT: The period of employment and salary shall be determined annually by the Director and the COSSA Board of Trustees.

WORKING SCHEDULE: Part-time or full-time, a.m. or p.m., or both

IMMEDIATE SUPERVISOR: CTE Coordinator

JOB SUMMARY

To develop instructions and community based Professional-Technical training experiences that will permit students to learn specific job requirements through a competency based training curriculum, and gain entry levels skills that facilitate employment in the Health and Allied Health Occupations.

QUALIFICATIONS

1. Primary Instructor minimal requirements for CTE occupational specialist certificate in Idaho.
2. Must be a Bachelors prepared Registered Nurse (RN) with an unencumbered, current Idaho license. Must have evidence of three years of experience working as an RN with at least two years of experience caring for the elderly or chronically ill of any age.
3. Have documentation of completion of an instructor development course; train-the-trainer course; or equivalent [Board of Nursing requirement].
4. The successful candidate must also be approved by the Idaho Board of Nursing.

BACKGROUND CHECK

A complete fingerprint background check must be conducted by the Department of Education with final employment based on candidate having a clear record.

PERFORMANCE RESPONSIBILITIES

1. Must use the curriculum scope and sequence in accordance with Idaho State Board of Nursing guidelines for nursing assistants with the minimum of 120 hours' completion time. (80 hours of classroom and 32 hours of clinical and 8 laboratory/clinical)
2. Coordinate with high school counselors in screening prospective student for the programs.
3. Cultivate and maintain community based training and clinical sites while matching the experience to course objectives.
4. Establish follow-up and monitoring procedures for the clinical sites and students who are training in them.

5. Establish 16 hours of learning prior to direct care. Concepts that must be covered include communication, interpersonal skills, infection control, safety-emergency procedures, promoting residents' independence and respecting resident's rights.
6. Develop and maintain an industry-based Technical Advisory Committee.
7. Offer students opportunities for leadership and growth with the Health Occupations Students of America and National Technical Honor Society.
8. Enter daily attendance in Powerschool and updates grades on a regular basis.
9. Submit all reports required by the Division of Professional Technical Education to the program coordinator prior to deadline.
10. Serve as a liaison between COSSA and the participating consortium schools.
11. Maintain appropriate student records for COSSA and facility clinical sites.
12. Maintain an inventory of all program equipment and materials.
13. Participate with the development of individualized training programs for students in Special Education programs.
14. Coordinate with the CTE Coordinator in evaluating and modifying teaching strategies, curriculum delivery and classroom management for effectiveness and insurance of quality teaching.
15. Carry out other duties and responsibilities as may be assigned by the CTE Coordinator or COSSA Board of Trustees.

#### EVALUATION

Performance will be evaluated by the CTE Coordinator.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
JOB DESCRIPTION

TITLE: Health Professions – Pharmacy Technician Instructor

LENGTH OF CONTRACT: The period of employment and salary shall be determined annually by the Director and the COSSA Board of Trustees.

WORKING SCHEDULE: Part-time or full-time, a.m. or p.m., or both

IMMEDIATE SUPERVISOR: CTE Coordinator

JOB SUMMARY

To develop instructions and community based Professional-Technical training experiences that will permit students to learn specific job requirements through a competency based training curriculum, and gain entry levels skills that facilitate employment in the Pharmacy Technician Occupations.

QUALIFICATIONS

1. Primary Instructor minimal requirements for CTE occupational specialist certificate in Idaho.
2. Must have evidence of three years of experience working as a Pharmacy Tech and/or have the proper endorsements through the Nursing Assistant program.
3. Have documentation of completion of an instructor development course; train-the-trainer course; or equivalent [Board of Nursing requirement].

BACKGROUND CHECK

A complete fingerprint background check must be conducted by the Department of Education with final employment based on candidate having a clear record.

PERFORMANCE RESPONSIBILITIES

1. Must use the curriculum scope and sequence in accordance with Idaho State Program Standards and Assessments for Pharmacy Technician program.
2. Coordinate with high school counselors in screening prospective student for the programs.
3. Cultivate and maintain community based training and clinical sites while matching the experience to course objectives.
4. Establish follow-up and monitoring procedures for the clinical sites and students who are training in them.
5. Establish 16 hours of learning prior to internship. Concepts that must be covered include communication, interpersonal skills, regulations, policies and laws, patient safety procedures, assisting the Pharmacists, assisting in adjudication of billing, proper pharmaceutical dispensing, and processing payments.
6. Develop and maintain an industry-based Technical Advisory Committee.



7. Offer students opportunities for leadership and growth with the Health Occupations Students of America and National Technical Honor Society.
8. Enter daily attendance in Powerschool and updates grades on a regular basis.
9. Submit all reports required by the Division of Professional Technical Education to the program coordinator prior to deadline.
10. Serve as a liaison between COSSA and the participating consortium schools.
11. Maintain appropriate student records for COSSA and facility clinical sites.
12. Maintain an inventory of all program equipment and materials.
13. Participate with the development of individualized training programs for students in Special Education programs.
14. Coordinate with the CTE Coordinator in evaluating and modifying teaching strategies, curriculum delivery and classroom management for effectiveness and insurance of quality teaching.
15. Carry out other duties and responsibilities as may be assigned by the CTE Coordinator or COSSA Board of Trustees.

#### EVALUATION

Performance will be evaluated by the CTE Coordinator

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
JOB DESCRIPTION

TITLE: Health Professions – Emergency Medical Technician (EMT) Instructor

LENGTH OF CONTRACT: The period of employment and salary shall be determined annually by the Director and the COSSA Board of Trustees.

WORKING SCHEDULE: May be full-time or part-time, a.m. or p.m., or both depending on student load.

IMMEDIATE SUPERVISOR: CTE Coordinator.

**JOB SUMMARY**

To assist in the development and delivery of instructions and consortium school based Professional-Technical training experiences that will permit students to learn professional job requirements through a curriculum that leads to basic skills and knowledge of EMT training in the Health Occupations Program of Study.

**QUALIFICATIONS OF EMT COURSE INSTRUCTORS:**

Certification eligibility must be determined by the Idaho Division of Professional Technical Education and, in general, requires an Associate Degree with three (3) years of recent gainful employment OR not less than (8) years of recent successful gainful employment in the technical field in which you will be teaching. Preferably the EMT Instructor will have supervisory experience.

Licensure: Must have completed all transition requirements from EMT-Basic to EMT and be currently licensed as a transitioned EMT by the Idaho EMS Bureau.

EMT experience: Acquired by at least three years full-time work experience as a State Licensed EMT affiliated with a licensed (911 ALS preferred) EMS agency. Currently possess, or have the ability to obtain prior to first day of instruction, a Limited Occupational Specialist Certificate from the Idaho Division of Professional Technical Education. (See for requirements.) Certification or confirmation of pending certificate from CTE is required prior to start date.

Current AHA BLS for Healthcare Providers CPR Card and AHA BLS Instructor Card (CPR/AED/First Aid for Adults & Pediatrics)

Must meet ALL of the following qualifications as defined by the IDAPA 16, Title 02, Chapter 03:

EMT course instructors must be approved by the EMS Bureau, based on the following requirements: (7-1-09)

01. Application: Submission of an application to the EMS Bureau; (7-1-97)

02. Adult Instructional Methodology: Completion of one (1) or more courses approved by the EMS Bureau based on content that includes the following instructional methodologies: (4-6-05)

- a. The adult learner; (4-6-05)
- b. Learning objectives; (4-6-05)
- c. Learning process; (4-6-05)
- d. Lesson plans; (4-6-05)
- e. Preparation; (4-6-05) Idaho Administrative Code IDAPA 16.02.03 - Rules Governing Department of Health and Welfare Emergency Medical Service
- f. Teaching aids; (4-6-05)
- g. Teaching methods; and (4-6-05)
- h. Evaluations. (4-6-05)

03. EMS Instructor Orientation: Completion of the EMS Bureau orientation program for EMS instructors or equivalent; and (4-6-05)

04. Licensure: Licensure at or above the level of curriculum being taught, for at least three (3) years. Licensed individuals and other health care providers must also be licensed at the EMT level. (7-1-09)

#### PRIMARY OR LEAD EMT INSTRUCTORS:

Primary or lead instructors must be approved as EMT Course Instructors, personally instruct at least seventy-five percent (75%) of the didactic training of the course, and instruct or oversee the skills training in the curriculum. (7-1-09)

#### SKILLS INSTRUCTORS:

EMT skills instructors must be approved as EMT Course Instructors and shall personally instruct the psychomotor portions of the curriculum. (7-1-09)

#### SUPERIOR QUALIFICATIONS:

In addition to the above qualifications, a superior candidate will have:

- Previous experience teaching

#### BACKGROUND CHECK

A complete fingerprint background check must be conducted by the Department of Education with final employment based on candidate having a clear record.

#### PERFORMANCE RESPONSIBILITIES

1. Teaches EMT courses using a variety of instructional methods and critical thinking exercises.
2. Prepares class syllabus, lesson plans, and skills scenarios that are aligned with National EMT Education Standards for EMTs.
3. Prepares formative and summative tests and keeps all grades current in Powerschool.

4. Conducts skills labs and coordinates student participation in the NREMT Psychomotor Skills test.
5. Selects course material & textbooks that are aligned to the NREMT Educational Guidelines and list of Idaho CTE adopted textbooks.
6. Enters daily attendance in Powerschool.
7. Prepares budget reports, requisitions and expense reports.
8. Responds to annual evaluation report.
9. Serves as the advisor or co-advisor of the student-led organization (HOSA).
10. Attends professional development conferences and maintains Occupational Specialist Certificate through the Division of Professional Technical Education as well as EMT Licensure through the State of Idaho EMS Bureau.
11. Attends weekly faculty meetings.
12. Prepares and submits required CTE 10-Forms and other forms required by the Idaho EMS Bureau.
13. Submits and maintains contractual agreements with all clinical agencies.
14. Other duties as assigned by CTE Coordinator or COSSA Board of Directors.

#### EVALUATION

Performance will be evaluated by the CTE Coordinator.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
JOB DESCRIPTION

TITLE: Law Enforcement Instructor

LENGTH OF CONTRACT: The period of employment and salary shall be determined annually by the Director and the COSSA Board of Trustees.

WORKING SCHEDULE: May be full-time or part-time, a.m. or p.m., or both depending on student load.

IMMEDIATE SUPERVISOR: CTE Coordinator.

JOB SUMMARY

To assist in the development of instructions and community based Career-Technical training experiences that will permit students to learn specific job requirements through a competency based training curriculum, and gain entry levels skills that facilitate employment in Law Enforcement, Corrections, and Emergency Services occupations.

QUALIFICATIONS

Certification must determined by the Division of Professional-Technical Education and, in general requires a Bachelors Degree and three (3) years of recent gainful employment or not less than (8) years of recent successful gainful employment in the technical field in which you will be teaching. Preferably the instructor will have supervisor experience and must qualify for an Idaho Professional-Technical Specialist Certificate.

BACKGROUND CHECK

A complete fingerprint background check must be conducted by the Department of Education with final employment based on candidate having a clear record.

PERFORMANCE RESPONSIBILITIES

1. Develop a curriculum scope and sequence in accordance with suggested state and Industry guidelines and Law Enforcement programs, including youth leadership.
2. Cooperate and coordinate with other Instructors, Counselors and Schools in the screening and placement of students in the program.
3. Cultivate and maintain community and Industry based training stations.
4. Develop with employers and the student individualized training programs.
5. Establish follow- up and monitoring procedures for training stations.
6. Take full responsibility for the training and instruction for students while they are under your care, which is not limited to but includes;
  - a. Lesson Preparation
  - b. Preparing instructional materials
  - c. Giving tests and grading students.
  - d. Student discipline and control
7. Meet with all department staff to ensure coordinated effort as related to students, staff curriculum, supplies, facilities reports, youth leadership activities, and Agency and COSSA administration.

8. Carry out other duties and responsibilities as may be assigned by the Professional Technical Education Coordinator or COSSA Board of Trustees.
9. Establish evaluation criteria for classroom and work stations.
10. Develop and maintain an Industry based Advisory Committee.
11. Develop and maintain leadership training activities as an integral point of the program.
12. Provide daily attendance reports to COSSA office in a timely manner as requested.
13. Submit all reports required by the State Division of Professional Technical Education.
14. Serve as a liaison between COSSA and the participating Schools.
15. Maintain appropriate and required school records.
16. Maintain an inventory of all program equipment and materials.
17. Actively participate with building teams in the development of individualized training programs for special needs students.
18. Coordinate with the CTE Coordinator in evaluating and modifying program content and effectiveness.
19. Carry out other duties and responsibilities as may be assigned by the CTE Coordinator.

#### EVALUATION

Performance will be evaluated by the CTE Coordinator.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
JOB DESCRIPTION

TITLE: Heavy Equipment/Diesel Technician Instructor

LENGTH OF CONTRACT: The period of employment and salary shall be determined annually by the Director and the COSSA Board of Trustees.

WORKING SCHEDULE: May be full-time or part-time, a.m. or p.m., or both depending on student load.

IMMEDIATE SUPERVISOR: CTE Coordinator.

JOB SUMMARY

To assist in the development of instructions and community based Professional-Technical training experiences that will permit students to learn specific job requirements through a competency based training curriculum, and gain entry levels skills that facilitate employment in Diesel Equipment Technician occupations.

QUALIFICATIONS

Certification must determined by the Division of Professional-Technical Education and, in general requires a Bachelors Degree and three (3) years of recent gainful employment or not less than (8) years of recent successful gainful employment in the technical field in which you will be teaching. Preferably the instructor will have supervisor experience and must qualify for an Idaho Professional-Technical Specialist Certificate.

BACKGROUND CHECK

A complete fingerprint background check must be conducted by the Department of Education with final employment based on candidate having a clear record.

PERFORMANCE RESPONSIBILITIES

1. Develop a curriculum scope and sequence in accordance with suggested state and Industry guidelines and Diesel Equipment Technician programs, including youth leadership.
2. Cooperate and coordinate with other Instructors, Counselors and Schools in the screening and placement of students in the program.
3. Cultivate and maintain community and Industry based training stations.
4. Develop with employers and the student individualized training programs.
5. Establish follow- up and monitoring procedures for training stations.
6. Take full responsibility for the training and instruction for students while they are under your care, which is not limited to but includes;
  - a. Lesson Preparation
  - b. Preparing instructional materials
  - c. Giving tests and grading students.
  - d. Student discipline and control

7. Meet with all department staff to ensure coordinated effort as related to students, staff curriculum, supplies, facilities reports, youth leadership activities, and Agency and COSSA administration.
8. Carry out other duties and responsibilities as may be assigned by the Professional Technical Education Coordinator or COSSA Board of Trustees.
9. Establish evaluation criteria for classroom and work stations.
10. Develop and maintain an Industry based Advisory Committee.
11. Develop and maintain leadership training activities as an integral point of the program.
12. Provide daily attendance reports to COSSA office in a timely manner as requested.
13. Submit all reports required by the State Division of Professional Technical Education.
14. Serve as a liaison between COSSA and the participating Schools.
15. Maintain appropriate and required school records.
16. Maintain an inventory of all program equipment and materials.
17. Actively participate with building teams in the development of individualized training programs for special needs students.
18. Coordinate with the CTE Coordinator in evaluating and modifying program content and effectiveness.
19. Carry out other duties and responsibilities as may be assigned by the CTE Coordinator.

#### EVALUATION

Performance will be evaluated by the CTE Coordinator.



CANYON-OWYHEE SCHOOL SERVICE AGENCY  
JOB DESCRIPTION

TITLE: Introduction to Automotive/Diesel Technician Instructor

LENGTH OF CONTRACT: The period of employment and salary shall be determined annually by the Director and the COSSA Board of Trustees.

WORKING SCHEDULE: May be full-time or part-time, a.m. or p.m., or both depending on student load.

IMMEDIATE SUPERVISOR: CTE Coordinator.

#### JOB SUMMARY

To assist in the development and delivery of instructions and consortium school based Professional-Technical training experiences that will permit students to learn professional job requirements through a curriculum that leads to basic skills and knowledge that facilitate admission to second year Auto and Diesel training programs.

#### QUALIFICATIONS

Certification must be determined by the Division of Professional-Technical Education and, in general, requires an Associate Degree and three (3) years of recent gainful employment or not less than (8) years of recent successful gainful employment in the technical field in which you will be teaching. Preferably the instructor will have supervisor experience and must qualify for an Idaho Occupational Specialist Certificate. Instructor must hold current ASE certifications consistent with NATEF program certification standards.

#### BACKGROUND CHECK

A complete fingerprint background check must be conducted by the Department of Education with final employment based on candidate having a clear record.

#### PERFORMANCE RESPONSIBILITIES

1. Cooperate with the Lead Instructor, consortium school counselors and principals in the placement of students in the program.
2. Take full responsibility for the training and instruction for students while they are under your care, which is not limited to but includes;
3. Lesson Preparation as appropriate for the time allotted at the individual consortium schools
4. Preparing instructional materials as appropriate to the curriculum and the consortium school facility where the class is being taught.
5. Giving tests and grading students in the manner consistent with guidelines from the Lead Instructor and individual consortium schools.
6. Maintain safe classroom and shop environment together with routines conducive to professional practices and positive student outcomes.
7. Student discipline and control according to the policies of their individual consortium school.

8. Fulfill assigned schedule, maintain accurate student attendance and grade records
9. Teach classes as assigned in a multi-campus environment. Prepare and transport tools, equipment, and training aids as is appropriate for the separate consortium schools.
10. Integrate academic and Professional-Technical curricula so that students can obtain a wide variety of skills.
11. Meet with all department staff to ensure coordinated effort as related to students, staff curriculum, supplies, facilities reports, youth leadership activities, and Agency and COSSA administration.
12. Advise and support students as a mentor and role model in the achievement of their learning and career goals.
13. Modify, where appropriate, instructional methods and strategies to meet diverse student's needs.
14. Participate in IEP planning sessions for individual students as needed.
15. Carry out other duties and responsibilities as may be assigned by the Career & Technical Coordinator or COSSA Board of Trustees.
16. Participate in conferences, seminars, and training sessions to keep abreast of developments in the field, and integrate relevant information into training programs.

#### EVALUATION

Performance will be evaluated by the Career & Technical Education Coordinator.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
JOB DESCRIPTION

TITLE: Welding Instructor

LENGTH OF CONTRACT: The period of employment and salary shall be determined annually by the Director and the COSSA Board of Trustees.

WORKING SCHEDULE: May be full-time or part-time, a.m. or p.m., or both depending on student load.

IMMEDIATE SUPERVISOR: CTE Coordinator.

JOB SUMMARY

To assist in the development of instructions and community based Professional-Technical training experiences that will permit students to learn specific job requirements through a competency based training curriculum, and gain entry levels skills that facilitate employment in Welding Trades occupations.

QUALIFICATIONS

1. Certification must be determined by the Division of Professional-Technical Education and, in general requires a Bachelors Degree and three (3) years of recent gainful employment or not less than (8) years of recent successful gainful employment in the technical field in which you will be teaching. Preferably the instructor will have supervisor experience and must qualify for an Idaho Professional-Technical Specialist Certificate. Instructor must be able to obtain an AWS Educator Certificate and an AWS Inspectors Certificate.

BACKGROUND CHECK

A complete fingerprint background check must be conducted by the Department of Education with final employment based on candidate having a clear record.

PERFORMANCE RESPONSIBILITIES

1. Develop a curriculum scope and sequence in accordance with suggested state and Industry guidelines (AWS) and Welding programs, including youth leadership.
2. Cooperate and coordinate with other Instructors, Counselors and Schools in the screening and placement of students in the program.
3. Cultivate and maintain community and Industry based training stations.
4. Develop with employers and the student individualized training programs.
5. Establish follow- up and monitoring procedures for training stations.
6. Take full responsibility for the training and instruction for students while they are under your care, which is not limited to but includes;
  - a. Lesson Preparation
  - b. Preparing instructional materials
  - c. Giving tests and grading students.
  - d. Student discipline and control

7. Meet with all department staff to ensure coordinated effort as related to students, staff curriculum, supplies, facilities reports, youth leadership activities, and Agency and COSSA administration.
8. Carry out other duties and responsibilities as may be assigned by the Professional Technical Education Coordinator or COSSA Board of Trustees.
9. Establish evaluation criteria for classroom and work stations.
10. Develop and maintain an Industry based Advisory Committee.
11. Instructor will make Industry visits, and have an active Industry Advisory Board that has at least two Advisory meetings per year.
12. Instructor will arrange Industry field trips for students when applicable.
13. Develop and maintain leadership training activities as an integral point of the program.
14. Provide daily attendance reports to COSSA office in a timely manner as requested.
15. Submit all reports required by the State Division of Professional Technical Education.
16. Serve as a liaison between COSSA and the participating Schools.
17. Maintain appropriate and required school records.
18. Maintain an inventory of all program equipment and materials.
19. Actively participate with building teams in the development of individualized training programs for special needs students.
20. Coordinate with the Professional Technical Education Coordinator in evaluating and modifying program content and effectiveness.
21. Carry out other duties and responsibilities as may be assigned by the Professional Technical Education Coordinator.
22. Instructor is in charge of shop and class room facility, including cleaning and most repairs.
23. Instructor will purchase all shop materials and shop consumables.
24. Instructor will maintain all welding and cutting equipment.
25. Instructor will be an active advisor for SkillUSA.
26. Instructor will see that local Welding contest is held, and students have the chance to make it to the State SkillsUSA Contest.
27. Instructor must be able to motivate students to develop good and safe shop habits.
28. Instructor will purchase shop equipment that meets industry needs.

## EVALUATION

Performance will be evaluated by the CTE Coordinator.

# COSSA

## Jobs/Duties Paid by Stipend

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### Responsible to the CRTEC Campus Director

1.	Librarian #1 and #2	86
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CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE:           COSSA Food Service Director

TERMS OF EMPLOYMENT:

Classified pay schedule. Work year to be established by the Board. This position may be paid by stipend instead of a classified employee agreement.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR:       COSSA CEO

QUALIFICATIONS:

1.     High school diploma, GED or equivalent.
2.     Food Service Supervision training conducted by the Idaho State Department of Education

PERFORMANCE RESPONSIBILITIES:

- A.    Provide guidance to the district’s CNP to implement a customer driven philosophy that focuses on value and satisfaction.
- B.    Establish procedures to effectively ensure that high levels of sanitation are maintained in the preparation and service of food.
- C.    Develops and integrates food safety regulations in all phases of the school food service operation.
- D.    Direct the operation of the school’s CNP within established guidelines for a financial management system that provides a cost-effective program of high integrity.
- E.    Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with federal, state, and local laws and policies.
- F.    Develop procedures to ensure the food production system provides nutritious food of highest quality.
- G.    Ensure operational procedures for food production and distribution adhere to district, state and federal guidelines and regulation.
- H.    Monitor food production procedures for effectively implementing changes and improvement within program requirements.
- I.    Implement an innovating and cost effective procurement system that complies with local, state, and federal laws and regulation.

- J. Develop procurement guidelines to ensure purchased food and supplies reflect product knowledge, customer demand, district needs, and nutrition goals.
- K. Establish standards for receiving, storing, and inventorying based on sound principles of management.
- L. Ensure CNP compliance with all federal, state, and local laws, regulations, and policies.
- M. Provide technical assistance and training for CNP personnel.
- N. Monitor all phases in operation of the CNP to ensure high levels of integrity and quality.
- O. Review current research information to determine health and nutrition-related trends, food service management developments, and other issues that may affect CNPs.
- P. Assist the District's food service program in improving nutrition-related issues, encouraging healthier eating trends in the student body and all school-related activities.
- Q. Provide information to encourage and secure support from the school board, administration, faculty, students, and community for the CNP.
- R. Monitor a computer system that increases the productivity and efficiency of the CNP operation.
- S. Perform job related skills with the highest ethical integrity, while contributing an understanding for flexibility and adaptability when appropriate.

EVALUATION:

Evaluations are conducted by the COSSA CEO in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE:        Recycling Coordinator

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR:        CEO

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. CDL Drivers License for the purpose of driving the semi-trailer to the Recycling Center for disposal.
3. Knowledge of recycling collection, storage and disposal of regular paper, newspaper, cardboard, plastic and aluminum.
4. Experience in recycling collection, storage and disposal of regular paper, newspaper, cardboard, plastic and aluminum and semi-truck driving.
5. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES

1. Coordinate and/or perform the collection, separation of recyclables to prepare for storage.
2. Coordinate and/or perform the storage of collected recyclables into proper area of semi-trailer.
3. Coordinate and/or perform the transportation and processing of recyclables to the Recycling Center.
4. Ensure that all proceeds from the selling of recyclables are given to the CEO for proper fund deposits.

EVALUATION: Evaluations are conducted by the CEO in accordance with Idaho Code.



CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE:           COSSA Safety Officer

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. The COSSA Safety Officer is a collateral duty normally assigned to the Maintenance Supervisor. This position may be paid by stipend instead of a classified employee agreement.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR:       CEO

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Knowledge of standard safety protocol.
3. Experience with safety data sheets, safety software, etc.
4. Ability to relate to general public, teachers, administrators, board, and students.

RESPONSIBILITIES

1. Collection and maintenance of a file of official accident reports for any accident that occurs at any COSSA facility, whether to a student or a staff member.
2. Investigation of any accident that occurs at any COSSA facility, whether to a student or a staff member, to determine the cause of the accident and the steps that can be taken to prevent a reoccurrence of the accident.
3. Maintenance of any safety-related inspection report on COSSA facilities provided by an outside agency, such as the local Fire Marshall, and corrective actions taken on that report.
4. Maintenance of records of fire and/or emergency preparedness drills conducted at CRTEC.

5. Convening a semi-annual safety committee meeting to discuss safety related issues. Members of this committee should include: COSSA Chief Executive Officer, COSSA Director of Special Education, COSSA Business Manager, COSSA Academy Principal, COSSA Short-Term Training Coordinator, COSSA CTE Coordinator, CRTEC Food Service Manager, adult members of the CRTEC maintenance staff, and student representatives from COSSA Academy and the CRTEC CTE programs. The COSSA Academy Principal and COSSA CTE Coordinator will help identify student representatives. Topics to cover at these meetings include:

(a) Any accidents that have occurred in the past six months and the actions taken to prevent a similar accident from occurring again,

(b) Any safety related training that any member of the staff needs to perform their job, so planning can occur for how this training will be paid for,

(c) Status of regular safety inspections by outside agencies (Fire Marshall, Building Safety, etc.) and corrective action, and

(d) Plans to make COSSA facilities safer.

EVALUATION: Evaluations are conducted by the CEO in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: COSSA IT Coordinator

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: CEO

JOB DESCRIPTION:

The COSSA IT Coordinator is responsible for monitoring and maintaining computer systems at CRTEC. Also maintaining the database of student and teacher logins. The COSSA IT Coordinator ensures backups are being done on a weekly basis. The COSSA IT Coordinator solves technical and application issues, either over the phone or in person.

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Knowledge of computer applications, desktop maintenance, printers, and network systems.
3. Experience in computer and printer repair, networking systems, filters, wireless management systems and backup systems.
4. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES

1. Install and configure computer hardware operating systems and applications.
2. Troubleshoot system and network problems, diagnosing and solving hardware or software issues.
3. Replace parts as required.
4. Set up new user accounts and profiles and deal with password issues.
5. Work continuously on a task until completion (or referral to third parties, if appropriate)

EVALUATION: Evaluations are conducted by the CEO in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: COSSA Webmaster

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: CEO

JOB DESCRIPTION:

The webmaster is to maintain the website for COSSA. The webmaster will be responsible for making the site easy to use, attractive and secure. The webmaster will ensure the functionality and efficiency of the web infrastructure. The webmaster should be detailed-oriented and an excellent communicator; balancing a creative eye with an analytical mind is essential. A strong technical background is essential.

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Knowledge of web page design.
3. Experience in web design and web design platforms.
4. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES

1. Build functional and easy-to-use COSSA website.
2. Test website across browsers, operating systems and mobile devices
3. Ensure functionality and efficiency of website.
4. Debug pages and fix broken links or images.
5. Address user complaints.

EVALUATION: Evaluations are conducted by the CEO in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE:           Transportation Supervisor

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR:       COSSA CEO

QUALIFICATIONS:

1.     Criminal history check and fingerprinting as required by the Agency.
2.     Knowledge of transportation rules and regulations
3.     Knowledge of bus maintenance procedures and requirements
4.     Possession of a Commercial Driver License preferably with Bus Endorsement.
5.     Ability to relate to general public, teachers, administrators, board, and students.
6.     Such alternatives to the above qualifications as the school board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate drivers for field trips – field trip form comes through you.
2. Maintain driver files and keep DOT physicals and training up-to-date.
3. Schedule driver training.
4. Oversee bus maintenance and maintain bus maintenance files.
5. Maintain driver contact information.
6. Liaison with other districts’ transportation supervisors to resolve bus problems
7. Maintains fuel tickets and monitors fuel usage
8. Maintains individual bus logs

EVALUATION: Evaluations are conducted by the COSSA CEO in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE:        Librarian (#1 or #2)

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR:        Academy Principal

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Knowledge of the proper care of books and other library materials.
3. Experience in academic research, MLA, APA, & Chicago citation rules.
4. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES

1. Assist students with finding reference materials and leisure reading materials when asked
2. Maintain library inventory and conduct periodic audits of the information on file
3. Help students navigate the electronic records and periodicals
4. Check books and other materials in and out of the library
5. Manage the acquisitions of new materials
6. Clean, and set up for the following school year after Summer School.

EVALUATION: Evaluations are conducted by the Academy Principal in accordance with Idaho Code, as applicable.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Mentor Teacher

Duties of the Academy mentor teacher are detailed in Board Policy 325.

**CANYON-OWYHEE SCHOOL SERVICE AGENCY**  
Job Description

TITLE:        Spanish Interpreter/Translator

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR:        CRTEC Director

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Knowledge of the Spanish language.
3. Experience in speaking, reading, and writing in Spanish.
4. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES

1. Translate written correspondence for COSSA Academy to student parents.
2. Interpret during COSSA board meetings.
3. Interpret during parent meetings.
4. Interpret phone calls to Spanish-speaking households.
5. Receive and interpret Spanish phone calls from Spanish speaking households.

EVALUATION: Evaluations are conducted by the CRTEC Director in accordance with Idaho Code.



CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Continuous Improvement Team Chair

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: CRTEC Director

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Knowledge of mathematical analysis and interpretation of data.
3. Experience in using data analysis software.
4. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES

1. Collect, compile, and analyze data as directed.
2. Report results of data analysis to School Improvement Team.
3. Train staff on data reporting, as necessary.

EVALUATION: Evaluations are conducted by the CRTEC Director in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: COSSA Academy ISEE Data/~~Powerschool~~ Coordinator

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of a classified employee agreement.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: COSSA Academy Principal

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Working knowledge of student management software (Powerschool) supervisory and office procedures.
3. Working knowledge on software applications and technology use.
4. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES

1. ~~PS administrator~~ – ~~Powerteacher~~  
————— ~~Powerlunch~~  
————— ~~Powerscheduler~~  
————— ~~Parent portal access~~

2. ISEE reporting for COSSA Academy and CTE attendance reporting

EVALUATION: Evaluations are conducted by the COSSA Academy Principal in accordance with Idaho Code.

# CANYON-OWYHEE SCHOOL SERVICE AGENCY

## Job Description

TITLE:        ASB Advisor

### TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR:        Academy Principal

### QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Knowledge of student council procedures.
3. Experience in student council (events, meetings, etc.)
4. Ability to relate to general public, teachers, administrators, board, and students.

### PERFORMANCE RESPONSIBILITIES

1. Plan and conduct Student Council elections.
2. Facilitate Student Council meetings.
3. Chaperone Student Council events.
4. Liaise between Student Council and administration.
5. Coordinate with Student Council Events Coordinator.

EVALUATION: Evaluations are conducted by the Academy Principal in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Registrar Extra Duties

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: CRTEC Director

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Knowledge of student records.
3. Experience in Microsoft Office Suite, Powerschool student management system.
4. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES

1. Collect and compile data for CTE, Academy, and summer school.
2. Enter data, Academy and CTE student registration information.
3. Student/parent contacts.
4. Assisting Counselor in CTE state attendance reporting.
5. Generating report cards.
6. Generating student schedules each quarter.
7. Generating the immunization reports required by the state.

EVALUATION: Evaluations are conducted by the CRTEC Director in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
JOB DESCRIPTION

TITLE: Career & Technical Education (CTE) Applied Mathematics Coordinator

LENGTH OF CONTRACT: The period of employment and salary shall be determined annually by the Director and the COSSA Board of Trustees.

WORKING SCHEDULE: May be full-time or part-time, a.m. or p.m., or both depending on student load.

IMMEDIATE SUPERVISOR: CTE Coordinator.

JOB SUMMARY

Prepare students for success in secondary, post-secondary, and industry professional-technical mathematics. Develop and implement a competency based training curriculum and assessment program based on individual performance levels and needs.

QUALIFICATIONS

Applicants must hold or be eligible for a valid Idaho Education Credential in Secondary Mathematics.

BACKGROUND CHECK

A complete fingerprint background check must be conducted by the Department of Education with final employment based on candidate having a clear record.

PERFORMANCE RESPONSIBILITIES

1. Develop a curriculum scope and sequence in accordance with suggested state and Industry guidelines.
2. Cooperate and coordinate with other Instructors, Counselors and Schools in the screening and placement of students in the program.
3. Develop with Instructors and the student, individualized training programs.
4. Establish follow- up and monitoring procedures.
5. Take full responsibility for the training and instruction of students while they are under your care, which is not limited to but includes;
  - a. Lesson Preparation
  - b. Preparing instructional materials
  - c. Giving tests and grading students.
  - d. Student discipline and control
6. Collaborate with all staff members to ensure a coordinated effort in meeting the needs of students, providing meaningful curriculum, acquisition of supplies, and the implementation of Agency, Board, and COSSA policies. Carry out other duties and responsibilities as may be assigned by the Career & Technical Education Coordinator or COSSA Board of Trustees.
7. Establish evaluation criteria for classroom and work stations.
8. Provide daily attendance reports to COSSA office in a timely manner as requested.

9. Submit all reports required by the State Division of Career & Technical Education.
10. Serve as a liaison between COSSA and the participating Schools.
11. Maintain appropriate and required school records.
12. Maintain an inventory of all program equipment and materials.
13. Actively participate with building teams in the development of individualized training programs for special needs students.
14. Coordinate with the CTE Coordinator in evaluating and modifying program content and effectiveness.
15. Carry out other duties and responsibilities as may be assigned by the CTE Coordinator.

#### EVALUATION

Performance will be evaluated by the CTE Coordinator.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: IT Assistant (may be #1, #2, or #3)

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: COSSA IT Coordinator

JOB DESCRIPTION:

The IT Assistant is responsible for assisting the IT Coordinator in monitoring and maintaining computer systems at CRTEC. Also maintaining the database of student and teacher logins. The IT Assistant helps the IT Coordinator ensure backups are being done on a weekly basis. The IT Assistant solves technical and application issues, either over the phone or in person.

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Knowledge of computer applications, desktop maintenance, printers, and network systems.
3. Experience in computer and printer repair, networking systems, filters, wireless management systems and backup systems.
4. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES

1. Install and configure computer hardware operating systems and applications.
2. Troubleshoot system and network problems, diagnosing and solving hardware or software issues.
3. Replace parts as required.
4. Set up new user accounts and profiles.
5. Work continuously on a task until completion (or referral to third parties, if appropriate)

EVALUATION: Evaluations are conducted by the COSSA IT Coordinator in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Reality Town Coordinator

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: CRTEC Director

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Knowledge of the Reality Town Simulation Game.
3. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES

1. Prepare all aspects of the Reality Town Simulation, including scheduling members of the public to participate, ordering Reality Town materials, directing the Reality Town Assistant on set-up, meals, etc.
2. Duties to include: set-up, take-down, print and copy of materials, assisting teachers and students during Reality Town, meals for Reality Town helpers.

EVALUATION: Evaluations are conducted by the CRTEC Director in accordance with Idaho Code.



CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Reality Town Assistant

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: CRTEC Director

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Knowledge of the Reality Town Simulation Game.
3. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES

1. Assisting Reality Town Coordinator in preparing for Reality Town Simulation.
2. Duties to include: set-up, take-down, print and copy of materials, assisting teachers and students during Reality Town, meals for Reality Town helpers.

EVALUATION: Evaluations are conducted by the CRTEC Director in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Teen Symposium Coordinator

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: CRTEC Director

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES

1. Prepare all aspects of the annual Teens and Risky Behavior Symposium, including scheduling members of the public to participate, ordering materials, directing the Teens Symposium on set-up, meals, etc.
2. Duties to include: set-up, take-down, food, assisting vendors, assisting counselors and students during Symposium.
3. Preparing for Teen Symposium “parent night” activity.

EVALUATION: Evaluations are conducted by the CRTEC Director in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Teen Symposium Assistant

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: CRTEC Director

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES

1. Assisting Teen Symposium Coordinator in preparing for annual Teen Symposium.
2. Duties to include: set-up, take-down, food, assisting vendors, assisting counselors and students during Symposium.
3. Assisting Teen Symposium Coordinator in preparing for Teen Symposium “parent night.”

EVALUATION: Evaluations are conducted by the CRTEC Director in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Bus Driver

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: Transportation Supervisor

QUALIFICATIONS:

1. High school diploma or GED.
2. Criminal history check and fingerprinting as required by the Agency.
3. Knowledge of transportation rules and regulations.
4. Knowledge of bus maintenance procedures and requirements.
5. Possession of a Commercial Driver License with Passenger and Bus Endorsement.
6. Possession of a current First Aid certification.
7. Ability to relate to general public, teachers, administrators, board, and students.
8. Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals.
9. Such alternatives to the above qualifications as the school board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

1. Drives a school bus safely and professionally.
2. Complies with all Board policies and state laws pertaining to pupil transportation.
3. Maintain individual bus logs, including daily pre-trip inspection and mileage logs.
4. Complete field trip forms upon completion of trips.
5. Fuel buses as necessary.
6. Keep buses clean.
7. Plug in block heaters and battery maintainer in inclement weather.
8. Attend mandatory bus training.
9. Reports any mechanical problems that arise on the bus to the transportation supervisor.
10. Perform routine evacuation drills.

EVALUATION: Evaluations are conducted by the COSSA Transportation Supervisor in accordance with Idaho Code.

## CANYON-OWYHEE SCHOOL SERVICE AGENCY

### Job Description

TITLE:        Student Court Coordinator

#### TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR:        Academy Principal

#### QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Knowledge of student court procedures.
3. Experience in student court or similar restorative justice processes
4. Ability to relate to general public, teachers, administrators, board, and students.

#### PERFORMANCE RESPONSIBILITIES

1. Plan and conduct Student Court hearings
2. Facilitate Student Court, ensuring that students play vital roles in all aspects.
3. Liaise between Student Court and administration.
5. Follow-up on Student Court sentences, ensuring that non-compliance with Court sentences is reported to Administration.

EVALUATION: Evaluations are conducted by the Academy Principal in accordance with Idaho Code.

~~CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description~~

~~TITLE: Special Olympics Coach/Coordinator~~

~~TERMS OF EMPLOYMENT:~~

~~The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.~~

~~This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the Agency at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.~~

~~IMMEDIATE SUPERVISOR: Spec Ed Director~~

~~QUALIFICATIONS:~~

- ~~1. Criminal history check and fingerprinting as required by the Agency.~~
- ~~2. Knowledge of Special Olympic Guideline, Special Olympic Sports, Coaches oath, Special Olympic Code of Conduct, Partner's Club with Special Olympics Idaho.~~
- ~~3. Experience and training in coaching bowling, basketball, swimming, bocce ball, Special Olympics Idaho's program, and volunteer hours with Special Olympics Idaho.~~
- ~~4. Ability to relate to general public, teachers, administrators, board, and students.~~

~~PERFORMANCE RESPONSIBILITIES~~

- ~~1. Keep track of the athletes. New athletes need paperwork completed by their parents as well as a sports physical turned into the Idaho Special Olympics. Every three years, the athlete must reapply and have a new sports physical.~~
- ~~2. Coordinate the practices for each sport. Currently we do bowling beginning in September with competition in November. January begins floor hockey with competition in March. Summer games (track, basketball, flag football and swimming) begin practice in April with competition in May and June. Coordinating the practices includes contacting the transportation person for the districts that will be bringing students from their home district to the COSSA building, then providing transportation to the practice as well as transportation to the competitions.~~
- ~~3. Coordinate the coaches for each sport.~~

~~4. Coordinate and help to organize fundraisers for our team. Currently we do an annual carnival. And for the last 3 years we have participated in July with "Bagging for Bucks" with Albertsons.~~

~~5. Promote Special Olympics, recruiting new athletes from each of the consortium schools.~~

~~EVALUATION: Evaluations are conducted by the Special Education Director in accordance with Idaho Code.~~

~~CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description~~

~~TITLE: Special Olympics Assistant Coach~~

~~TERMS OF EMPLOYMENT:~~

~~The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.~~

~~This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.~~

~~IMMEDIATE SUPERVISOR: Spec Ed Director~~

~~QUALIFICATIONS:~~

- ~~1. Criminal history check and fingerprinting as required by the Agency.~~
- ~~2. Knowledge of Special Olympic Guideline, Special Olympic Sports, Coaches oath, Special Olympic Code of Conduct, Partner’s Club with Special Olympics Idaho.~~
- ~~3. Experience and training in coaching bowling, basketball, swimming, bocce ball, Special Olympics Idaho’s program, and volunteer hours with Special Olympics Idaho.~~
- ~~4. Ability to relate to general public, teachers, administrators, board, and students.~~

~~PERFORMANCE RESPONSIBILITIES~~

- ~~1. Assistant Coach Bowling~~
- ~~2. Coach Basketball~~
- ~~3. Assistant Coach Swimming~~
- ~~4. Volunteer with Special Olympics Idaho as needed~~
- ~~5. Special Olympic Fundraising (Special Olympic Carnival, and “Bagging for Bucks)~~
- ~~6. Coach Bocce Ball~~
- ~~7. Partner’s Club~~

~~EVALUATION: Evaluations are conducted by the \_\_\_\_\_ [should match “immediate supervisor”] in accordance with Idaho Code.~~



CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE:       Special Education Medicaid Technician

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR:       Spec Ed Director

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Knowledge of Special Education Medicaid billing procedures.
3. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES

1. Oversee Service Detail Records (SDRs) and Community Based Rehabilitation Service (CBRS) notes from all CRBSs for all Medicaid eligible students in COSSA Special Education programs.
2. Read each SDR and CBRS note turned in to check for any errors or double billing.
3. Submit all billing for reimbursement for services provided by CBRS's and Behavioral Interventionists (BI's) through the iTracks program.
4. Ensure that the proper documentation is completed and uploaded to iTracks to cover any billing from psychologists, Occupational Specialist (OT), Physical Therapists (PT) and Speech Language Pathologists (SLP's) than can be sent to Medicaid for reimbursement.
5. Manage the paperwork for two outsourced companies that include the paperwork previously mentioned for a CBRS and all the BI's as well as the time sheets for the BI's.

EVALUATION: Evaluations are conducted by the Special Education Director in accordance with Idaho Code.

~~CANYON OWYHEE SCHOOL SERVICE AGENCY  
Job Description~~

~~TITLE: \_\_\_\_\_ Special Education Assent Coordinator – Homedale~~

~~TERMS OF EMPLOYMENT:~~

~~The work schedule is to be established by the COSSA CEO and the COSSA Board.  
This position may be paid by stipend instead of by classified employee agreement.~~

~~This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Agency at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.~~

~~IMMEDIATE SUPERVISOR: \_\_\_\_\_ Spec Ed Director \_\_\_\_\_~~

~~QUALIFICATIONS:~~

- ~~1. \_\_\_\_\_ Criminal history check and fingerprinting as required by the Agency.~~
- ~~2. \_\_\_\_\_ Knowledge of Special Education curriculum development. Knowledge of Special Education program development.~~
- ~~3. \_\_\_\_\_ Experience in Special Education curriculum and program development.~~
- ~~4. \_\_\_\_\_ Ability to relate to general public, teachers, administrators, board, and students.~~

~~PERFORMANCE RESPONSIBILITIES~~

- ~~1. \_\_\_\_\_ Develop Special Education curriculum for the COSSA Special Education programs housed in the Homedale School District.~~
- ~~2. \_\_\_\_\_ Develop Special Education for the programs for COSSA Special Education programs housed in the Homedale School District.~~

~~EVALUATION: Evaluations are conducted by the Special Education Director in accordance with Idaho Code.~~

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Community Based Rehabilitation Service (CBRS) Supervisor

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.

This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the Agency at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the Agency so long as employment continues.

IMMEDIATE SUPERVISOR: Spec Ed Director

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Knowledge of CBRS duties and responsibilities.
3. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES

1. Meet with the CBRS staff monthly to address concerns and to provide some direction.

EVALUATION: Evaluations are conducted by the Special Education Director in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: Special Education Mentor Teacher

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.

The employee/employment is at all times subject to the rules, regulations, and policies of the Agency as have been promulgated by the COSSA Board of Trustees and each employee is held responsible for having knowledge of such rules, regulations, and policies.

IMMEDIATE SUPERVISOR: Special Ed Director

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Knowledge of IDEA, and the State of Idaho Special Education Manual.
3. Experience teaching in a special education setting (3+ years).
4. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES

1. Submit the Mentor Confidentiality Agreement and Mentor Commitment Record to the Special Education Director.
2. Complete tasks as outlined in the COSSA Special Education Mentor Teacher Handbook.
3. Submit documentation of tasks completed in the COSSA Special Education Mentor Teacher Handbook to the Special Education Director for verification.

EVALUATION: Evaluations are conducted by the Special Education Director in accordance with Idaho Code.

CANYON-OWYHEE SCHOOL SERVICE AGENCY  
Job Description

TITLE: COSSA Behavior Specialist

TERMS OF EMPLOYMENT:

The work schedule is to be established by the COSSA CEO and the COSSA Board. This position may be paid by stipend instead of by classified employee agreement.

The employee/employment is at all times subject to the rules, regulations, and policies of the Agency as have been promulgated by the COSSA Board of Trustees and each employee is held responsible for having knowledge of such rules, regulations, and policies.

IMMEDIATE SUPERVISOR: COSSA Special Education Director

QUALIFICATIONS:

1. Criminal history check and fingerprinting as required by the Agency.
2. Knowledge of behaviors that increase student performance.
3. Experience in Multi-Disciplinary Team (MDT) functions and behavior intervention.
4. Ability to relate to general public, teachers, administrators, board, and students.

PERFORMANCE RESPONSIBILITIES

The Behavior Specialist works directly and aggressively with identified students to adopt behaviors that substantially increase their academic performance. These students are those identified by the Multi-Disciplinary Team (MDT) as requiring substantial supplemental behavior intervention and support. Under the supervision of the building principal and district representative, the Behavior Specialist will provide diversified strategies and activities specifically designed for targeted students. Specifically, the Behavior Specialist:

1. Assists staff in: defining and measuring behavior; understanding principles of reinforcement; teaching new behavior; implementing strategies for weakening behavior; and identifying antecedents.
2. Facilitates team meetings with the identified student's teachers and parents for the purpose of completing a Functional Behavioral Assessment.
3. Facilitates team meetings that: design Behavior Interventions Plans; address classroom organization, effective instruction, and social skills instruction.
4. Works with individual teachers, groups of teachers and/or the entire staff on issues such as: crisis intervention, learning and collaboration issues, and factors that can affect development and implementation of behavior interventions.
5. Serves as a consultant to administrators, teachers, and parents.
6. Provides leadership to others through example and sharing of knowledge/skill.

EVALUATION: Evaluations are conducted by the COSSA Special Education Director in accordance with Idaho Code.