



# Lex La-Ray Technical Center Job Description Manual

Revised: April 2021

**Lexington R-V School District  
Area Technical School Director  
Job Description**

**Title:** Area Technical School Director

**Reports to:** Superintendent of Schools

**Classification:** Certified

**FLSA Status:** Exempt

**Evaluation:** Performance of this position will be evaluated annually in accordance with provisions of the Board of Education's policy on the Evaluation of Professional Staff.

**Terms of Employment and Compensation:** Salary, work year, vacation, and benefits to be established by the Lexington R-V Board of Education.

**Job Summary:** To display leadership in providing quality education and extra curricular programs, promote effective instructional practices, and provide a safe and orderly school environment that is highly conducive to learning. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Essential Duties and Responsibilities:** *Additional duties may be assigned.*

- Administers the Technical Center in compliance with the approved policies of the Lexington R-V Board of Education, the regulations of the Missouri Department of Elementary and Secondary Education, and the statutes of the State of Missouri.
- Establishes and maintains an effective learning climate in the school.
- Provides the leadership for the initiation, design, and implementation of programs to meet the needs of the students.
- Establishes guidelines for proper student conduct and mainstreams effective student discipline.
- Supervises the school's teaching process and submits appropriate staffing recommendations to the superintendent.
- Plans, organizes, directs, and supervises all school activities.
- Serves as the instructional leader of the building which includes the areas of curriculum development, the monitoring, evaluation, and improvement of instructional methods, and the monitoring of student achievement indicators such as test scores, course grades, etc.
- Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for the overall school goals, objectives, and programs.
- Assist newly assigned staff members in their transition to the new position.
- Coordinates and supervises support staff services such as maintenance, security, financial, and accounting functions.
- Works in conjunction with the Director of Special Services in implementing and supervising the school's special education program.
- Assumes leadership in the director of the school's student and adult activity program.
- Prepares or supervises the preparation of reports, records, lists, and all other paperwork required for the administration of the school.
- Participates in district administrative meetings.
- Prepares and submits the school's budgetary requests and monitors the expenditure funds.
- Maintains, controls, and accounts for all funds generated by the various student activities in the school.
- Works with other members of the administrative team in solving problems that pertain to other schools within the district.
- Conducts staff meetings to keep staff informed of new programs, policies, administrative expectations, etc.
- Make provisions for substitute teachers in his/her building.
- Evaluate the performance of all certified and non-certified staff in his/her building.
- Attend all regularly scheduled meetings of the Board of Education.
- Develops and maintains a positive relationship with board members and administrators from sending school districts.
- Provide opportunities for the staff to grow professionally through attendance at conferences, workshops, and in-house professional development activities.
- Works with adult and secondary students to help them secure financial aid through available programs.

Works with the members of the Technical Center staff in recruiting and retaining secondary and adult students for the program.

**Supervisory Responsibilities:** All personnel serving in assigned school

**Qualifications:** *The requirements listed below are representative of the knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The Technical School Director shall possess the necessary certification for the position as required by the Missouri State Board of Education.
- The Technical School Director shall have had at least two (2) years of teaching experience and other supervisory experience as determined by the State Board of Education and the Lexington R-V Board of Education.
- The employee will complete a satisfactory criminal/abuse and neglect background check in accordance with state law and Board policy.

**This is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Lexington R-V School District  
Adult Education Supervisor  
Job Description**

**Title:** Adult Education Supervisor

**Reports to:** Building Director

**Classification:** Certified

**FLSA Status:** Exempt

**Supervises:** Adult Allied Health/Community Education Instructors, Adult/Community Education Secretary.

**Job Goal:** To extend the benefits of the district's educational program to the community.

**Performance Responsibilities:**

1. Maintain an ongoing program of courses relevant to the needs of the community.
2. Meet with area industries and adult education advisory committee to determine training needs in which can be met through the adult and community education program.
3. Publicity and public awareness necessary to effectively operate and maintain the adult education program.
4. Supervise the adult evening program including assignments of rooms and shops for adult classes.
5. Review tuition, fees, refund policies, text and supply costs, and maintain a system of records for these funds that are acceptable with the Director of Career and Technical Education.
6. Responsible for payroll information for all community education personnel.
7. Prepare all necessary forms for program approval and reimbursements by the State Department of Education for community education program.
8. Serve and assist Adult students in the procurement of student financial aid.
9. Works with adult programs in monitoring Title IV funds and other related items.
10. Manages the day-to-day operations of the HSA building.
11. Hires and supervises staff for Adult Allied Health/Community Education programs.
12. Coordinates past student default management with a third-party servicer.
13. Coordinates student loan processing with a third-party servicer.
14. Facilitates accreditation as required by Title IV.
15. Performs other duties as the Director may assign.

**Terms of Employment:** 10 month contract. Salary and work year to be established by the Board of Education.

**Evaluation:** Performance in this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

***This is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.***

## **Lexington R-V School District Job Description**

**Title:** Student Services Coordinator

**Reports to:** Lex La-Ray Technical Center Director

**Classification:** Certified

**FLSA Status:** Exempt

**Evaluation:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Staff.

**Terms of Employment and compensation:** Contract length will be determined by the Lexington R-V Board of Education. Salary will be determined in accordance with the current extra duty and/or teacher salary schedule adopted by the Board for the school year. Benefits will be determined by the Board.

**JOB SUMMARY:** To be responsible for the coordination and implementation of student recruitment and retention services which will help provide services and direction to students that will not only encourage them to be successful in their educational program but will also help them develop into positive individuals with confidence and a high degree of self-esteem. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES: Additional duties may be assigned.**

- Public Relations, Student Orientation, and Class Placement.
- Have a working knowledge and understanding of the needs/outcomes of each program. Be able to communicate to area school counselors the knowledge and skill requirements for each.
- Enhance public awareness of career and technical education by developing newsletters, news articles, press releases, open house activities, and social media postings.
- Develop materials to inform prospective secondary and post-secondary students about program offerings, admission procedures, financial aid, career planning, and placement assistance.
- Conduct in service workshops for counselors and teachers by providing them with information on the educational and financial value of career and technical education.
- Visit the sending schools to talk with all prospective students about the offerings at the Technical Center.
- Develop and implement a plan of continuous information for students of non-participating high schools about the offerings at the Technical Center
- Promote public awareness of career and technical programs through open houses and tours of the facilities. Make presentations to civic clubs and organizations and other interested groups.
- Encourage cooperative efforts among students, parents/guardians, Tech Center, and sending school staff in meeting the career and technical students' needs so they may obtain maximum benefits from their career and technical training experience.
- Work with the sending schools in the development and refinement of selection guidelines and procedures for student enrollment.
- Inform counselors and administrators from sending schools of all policies and requirements for admission.
- ● Coordinate admissions applications.
- Coordinate efforts in assignment of program slots and placement of students in career and technical classes. Slot allocations are calculated annually and schools are notified.
- Communicate information to sending schools about enrollment, withdrawals, and progress of students.
- Initiate awareness activities regarding non-traditional career opportunities.
- Coordinate the orientation program for new career and technical students. Meet with faculty

members and other personnel at the beginning of and throughout the school year to inform them about available services.

- Organize and utilize the Technical Center's institutional advisory committee.
- Pre-Employment Preparation, Job Development, and Job Placement
- Survey employers of the community and outlying areas for possible full-time jobs which can be filled by Tech Center graduates.
- Maintain a file and disseminate information about local, state, and national employment opportunities.
- Assist instructors in presenting pre-employment activities.
- Provide scholarship information, recommendations, and assistance as needed for post-graduate training or education.
- Provide recommendations and assistance as needed for job placement.
- Implement the Passport program.
- Inform sending school counselors of current trends in career and technical/technical education.
- Appraisal, Follow-Up, and Follow-Through
- Conduct periodic employer surveys and 180-day follow-up of graduates. Use results for curriculum planning and needs assessment.
- Coordinate system gathering and data filing maintenance for state follow-up graduate reports.
- Provide follow-up data to administration and other appropriate persons.
- Cooperate with post-secondary, business, and industry in meeting with interested students.
- ● Enrollment
- Assist secretarial staff in gathering enrollment information.
- Prepare enrollment comparisons of previous years for the tracking of students in each program.
- Report core data figures to the Board of Education Secretary.
- Manage LLRTC Student of the Month Program
- Sponsor LLRTC National Technical Honor Society
- Perform All Other Duties Assigned by Tech Center Director.

**QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The Career Services Coordinator shall have completed a Bachelor's Degree from an accredited college or university.
- The Career Services Coordinator shall have at least two years of teaching experience, meet state certification requirements as a Career Services Coordinator, and meet any other requirements as may be deemed necessary for the position by the State or the Lexington R-V Board of Education.
- The employee will complete a satisfactory criminal/abuse and neglect background check in accordance with state law and Board policy

This is not an exhaustive list of the duties performed by this position.

Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Revised: March 2023**

**Lexington R-V School District, Lexington, Missouri**

**Lexington R-V School District**  
**Teacher**  
**Job Description**

**Title:** Teacher

**Reports to:** Building Principal

**Classification:** Certified

**FLSA Status:** Exempt

**Evaluation:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Staff.

**Terms of Employment and Compensation:** Contract length will be determined by the Lexington R-V Board of Education. Salary will be determined in accordance with the current extra duty and/or teacher salary schedule adopted by the Board for the school year. Benefits will be determined by the Board.

**Job Summary:** The Teacher is to help all students learn appropriate subject matter and acquire the skills that will contribute to their development as mature, productive, and responsible men and women. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Essential Duties and Responsibilities:**

- Plan a program of study that adheres to state and district guidelines, promotes district goals, and meets the individual needs, interests, and abilities of students.
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Guide the learning process toward the achievement of curriculum goal and establishes clear objectives for all lessons, units, and projects to communicate these objectives to students.
- Employ instructional methods and materials that are most appropriate for meeting the stated goals and objectives.
- Assess the accomplishments of students on a regular basis and providing progress reports as required. • Diagnose the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
- Communicate with colleagues, students, and parents/guardians on a regular basis. • Assist the administration in implementing all policies and/or rules governing student life and conduct in the classroom, develop reasonable rules of classroom behavior and procedure, and maintain order in the classroom in a fair, consistent, and just manner.
- Plan and supervise purposeful assignments for teacher aide(s) and/or volunteer(s) and, cooperatively with appropriate supervisor, evaluate their job performance.
- Attend staff meetings and serve on staff committees as required.
- Serve as a positive role model for all students.
- Compile and maintain reports, documentation, and records as directed by the administration.

**Qualifications:** Instructors must have between 6000-7000 hours in the industry. This would be in place of a Bachelor's degree in teaching. All instructors must have CTE Certification.

**Supervisory Responsibilities:**

Teacher Paraprofessionals and Volunteers assigned.

**This is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**



**Lexington R-V School District**  
**Custodian**  
**Job Description**

**Title:** Custodian

**Reports to:** Director of Maintenance

**Classification:** Classified

**FLSA Status:** Non-Exempt

**Evaluation:** Performance will be evaluated regularly by the supervisor and in accordance with Board policy.

**Terms of Employment and Compensation:** 262 days to include 10 paid holidays according to Board policy.

**Job Summary:** This position requires an individual to perform a variety of tasks in the custodial and maintenance trades for the cleaning and repair of buildings, grounds and related district facilities. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Essential Duties and Responsibilities:** *Additional duties may be assigned.*

- Perform major cleaning tasks such as vacuuming (using 20 lb. vacuum daily 3-4 hours), wet-mopping, sweeping, dusting, emptying trash, (lifting waste paper and debris-minimum of 50 lbs.) and pencil sharpeners, cleaning chalkboards, and disinfecting drinking fountains.
- Clean restrooms, including floors and all fixtures (i.e.: urinals, toilets, sinks, mirrors, partitions, and counters). Ensure restrooms are hygienic.
- Wash windows and sills (door glass).
- Perform ongoing tasks such as replacing light bulbs (climb ladders up to a height of 16 feet), filling dispensers, and setting up facilities for student and adult use (lifting furniture, boxes, and cafeteria tables-minimum of 50 lbs. )
- Make minor building repairs including plumbing, electrical and carpentry; and promptly report major repairs needed to the Maintenance Supervisor.
- Work overtime and on weekends as necessary to meet District events and facilities schedules. •

Ensure that all doors and windows are appropriately locked.

- Must be able to go up and down stairs frequently as well as regular bending and standing as needed in a daily shift.
- Assist in major clean-up in summer, such as washing desks and chairs, washing down walls, stripping and waxing floors, as well as any other special duties assigned.
- Pull weeds, keep grounds free of rubbish and in winter shovel snow from steps and sidewalks and apply ice melt when appropriate; mowing grass and weed eat.
- Must have the ability to write legibly and complete requested paperwork on time.
- Must maintain a positive demeanor, use appropriate language, and maintain a professional relationship with students, faculty, administration and community patrons.
- Attend meetings as scheduled by supervisors and District administrators.

**Qualifications:** *The requirements listed below are representative of the knowledge, skill, and/or ability.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- High school diploma or G.E.D.
  - The ability to perform the essential job functions, to take directions, maintain positive relationships and exhibit good grooming dress.
  - To perform this job successfully (see General Maintenance for statement).
  - Knowledge of use and purpose of common power hand tools.
  - Possess and maintain a valid MO driver's license.
  - Ability to use common hand tools.
  - Ability to follow oral and written instructions.
  - Ability to accurately perform assigned tasks.
  - Ability to perform duties in full compliance with all district requirements and School Board Policies. • The employee will complete a satisfactory criminal/abuse and neglect background check in accordance with state law and Board policy.

**Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision such as read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

***This is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.***



**Lexington R-V School District  
Secretary to the Principal/Director  
Job Description**

**Title:** Secretary to the Principal/Director

**Reports to:** Building Principal/Director

**Classification:** Classified-12 months

**FLSA Status:** Non-Exempt

**Evaluation:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of staff.

**Job Summary:** To work to manage the office in a friendly and professional manner while completing the necessary clerical tasks essential to assist the administrator and the secretary with their responsibilities. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Essential Duties and Responsibilities:** *Additional duties may be assigned.*

- Process all incoming and out-going correspondence.
  - Maintain an accurate calendar.
  - Be responsible for an accurate filing system which includes contracts, bids, and permanent district records. • Perform all other office work and duties as directed by the Principal/Director.
  - Employee records (vacation and sick leave).
  - Coordinate monthly attendance records for the secretary to the Superintendent.
  - Contact substitute teachers and prepare listing for building principal.
  - Answer incoming calls and oversee the operation of the fax machine.
  - Maintains responsibility for the daily staff and student bulletin which includes absences, announcements, etc.
  - Maintains and monitors daily, monthly, and yearly student attendance records and reports. • Maintains responsibility for operating the copy machine, when needed, and performs the needed copying services.
  - Compiling and printing student grade reports.
  - Performs other duties assigned by the principal.
- **Qualifications:** *The requirements listed below are representative of the knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* The building secretary shall have:
- A high school diploma.
  - Two years experience as a secretary.
  - Demonstrated proficiency in the use of computer, dictation, and other clerical skills.
  - The ability to work with the public in a warm and professional manner.
  - Any other requirements as may be deemed necessary for the position by the Board of Education. • The employee will complete a satisfactory criminal/abuse and neglect background check in accordance with state law and Board policy.

***This is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.***

**Lexington R-V School District**  
**Adult & Community Education/Financial Aid Assistant**  
**Job Description**

**Title:** Adult & Community Education/Financial Aid Assistant

**Reports to:** Adult & Community Education Coordinator/Director

**Classification:** Classified-11-12 months

**FLSA Status:** Non-Exempt

**Evaluation:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of staff.

**Job Goal:** To assist the Adult & Community Education Coordinator in the operation of the Adult & Community Education program. To maintain complete and accurate records of community education and Title IV funding for post-secondary students. To assist the PN Coordinator with the day-to-day operations of the practical nursing program.

**Performance Responsibilities:**

- Make and maintain professional contacts with teachers for the Community Education program including maintenance of confidential files.
- Work with Adult & Community Education Coordinator to plan and implement semester class schedules for the Community Education program including designing, printing, and distributing program brochures.
- Maintain database of students for Community Education Program; assist with semester reporting.
- Assist Adult & Community Education Coordinator with the administration of Title IV funds.
- Assist PN Coordinator with day-to-day operations of the practical nursing program.
- Collect money for PN students and prepare deposits.
- Provide clerical assistance for nursing programs.
- Create transcripts/maintain files.
- Update promotional material as needed.
- Operate office machines and equipment as provided (calculator, copy machine, computer, etc.).
- Perform other duties as required by the Adult & Community Education Coordinator and provide assistance to the Director as needed.

**Terms of Employment:**

Length of work year ranges from 11-12 months as established by the Board of Education. The salary and dates of work will be established by the Board of Education.

**Evaluation:**

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

***This is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.***