

**DeKalb Community Unit School
District No. 428**

**Differential Assignment
Job Descriptions**

Effective 2008-2009 through 2012-2013

Statement of Purpose

This document represents the collaborative effort of the District 428 administration, serving as representatives of the Board of Education, and the DCTA Welfare Committee, serving as representatives of the DeKalb Classroom Teachers' Association. The job descriptions contained herein were jointly agreed upon and are intended to provide clarity regarding the expectations for a differential assignment. These guidelines will be used to assist all parties involved in the processes of hiring, evaluating, and retaining individuals for differential assignments.

The Differentials Task Force (a.k.a. Differential Committee) began meeting during the DCTA contract negotiations of 2007-2008. This document will be revisited and potentially revised upon the mutual agreement of both parties pursuant to Article XVI, Section 5 (p. 47) of the aforementioned DCTA Professional Agreement.

Each party shall keep a complete copy of this document in their possession. Additionally, a copy of each individual job description shall be given to the person currently holding said position, and to each person applying for such a position in the future.

In addition to all specific job duties listed herein, each coach/sponsor shall be expected to adhere to the policies and procedures of the District 428 Athletics and/or Activities Handbook(s).

Formally adopted on April 13, 2009.

District 428 Superintendent (or designee)

President, DeKalb Classroom Teachers' Association

Welfare Co-Chair, DeKalb Classroom Teachers' Association

Welfare Co-Chair, DeKalb Classroom Teachers' Association

District Assignments

Music Coordinator	6
Art Coordinator	7
Extended Day, School Psychologist	8
Director of Media Centers	9

High School Assignments - Category I

Marching/Pep Band Director	10
Chorus Director	11
Orchestra Director	12
High School Newspaper (Barb Wire)	13
High School Yearbook (Kalibre)	14
High School Literary Magazine (New Pennies)	15
Agriculture Coordinator/FFA Advisor	16

High School Assignments - Category II

Hourly Dean	17
Alternative In-School Assignment	18
Area Coordinator	19
Technology Representative	20
Assistant Band Director	21
Chorus Assistant	22
Color Guard	23
Pom Pon, Head Coach	24
Pom Pon, Assistant Coach	24
Forensics	25
Forensics Assistant	25
Musical Choreographer	26
Fall Theatre Director	27
Spring Musical Director	28
Spring Musical Assistant	29
Theatre Technical Director for Set	30
Pit Orchestra Director	31
Theatre Technical Director for Lighting	32

DeKalb Community Unit School District 428
Differential Job Description

Theatre Technical Director for Sound	33
Theatre Costume: fall, spring, Madrigal	34
Auditorium Sound/Light Technician	35
Ticket Manager	36
Freshman Class Advisor	37
Sophomore Class Advisor	38
Junior Class Advisor	39
Senior Class Advisor	40
National Honor Society Advisor	41
National Honor Society Assistant Advisor	41
French Club	42
Spanish Club	43
Voices of Diversity Advisor	44
S.A.D.D. Advisor	45
Scholastic Bowl Coach	46
Scholastic Bowl Assistant	46
Math Team Coordinator	47
Student Council Advisor	48
Student Council Assistant Advisor	48
Club/Student Activity Coordinator	49
Environmental Club Advisor	50
Art Studio	51
WYSE	52
Gay-Straight Alliance (GSA) Advisor	53
Black Student Union (BSU) Advisor	54
PBIS Coach	55
Athletic Trainer	56
Assistant Athletic Director	57
Weight Room Coordinator	58
Intramural Coordinator	59
Athletics – Head Varsity Coach	60
Athletics – Assistant Coach	61

DeKalb Community Unit School District 428
Differential Job Description

Middle School Assignments - Category I

Band Director	62
Chorus Director	63
Orchestra Director	64

Middle School Assignments - Category II

Technology Representative	65
Detention Supervisor	66
Sports and Games Coordinator	67
Pom Pon Head Coach	68
Pom Pon Assistant Coach	68
After School Educational Services Coordinator (Study Club)	69
Forensics	70
Student Council Advisor	71
Yearbook Advisor	72
Scholastic Bowl Coach	73
Theatre Director	74
Assistant Theatre Director	74
Intramural Coordinator	75
PBIS Coach	76
Athletics – Head Coach	77
Athletics – Assistant Coach	78

Elementary School Assignments - Category I

Instrumental Director	79
Choral Director	80

Elementary School Assignments - Category II

Technology Representative	81
PBIS Coach	82

Music Coordinator

amount: .06

Level: District

1. Coordinate purchase of materials for grades K-12.
2. Develop and submit for approval elementary music schedule for music specialists.
3. Meet with music staff and facilitate vertical articulation for grades K-12.
4. Identify appropriate supplementary activities, field trips, visiting artists, etc.
5. Coordinate concerts.
6. Recommend and organize professional development for music staff.
7. Coordinate the district fine arts festival with the art coordinator.

DeKalb Community Unit School District 428
Differential Job Description

Art Coordinator

amount: .03

Level: District

1. Coordinate purchase of materials for grades K-12.
2. Develop and submit for approval elementary art schedule for art specialists.
3. Meet with art staff and facilitate vertical articulation for grades K-12.
4. Identify appropriate supplementary activities, field trips, visiting artists, etc.
5. Coordinate art displays at the Education Center and other venues throughout the community.
6. Recommend and organize professional development for art staff.
7. Coordinate the district fine arts festival with the music coordinator.

Extended Day, School Psychologist

amount: .10

Level: District

1. Help to organize and facilitate initial referral (domain) meetings, eligibility meetings, and IEP meetings as appropriate.
2. Help to develop and maintain procedures and policies regarding pre-referral interventions, evaluation referrals, the overall continuity of special education services, and student support services as a whole.
3. Assist with the development of appropriate special education programs and services within the district through consultation with teachers and other related service professionals.
4. Consult with special and general education staff, participate on and/or provide guidance to data teams, and provide coaching regarding data-based decision-making.
5. Assist in the research, development, and implementation of proactive programs and procedures to improve student school-related issues.
6. Develop and provide in-house training for district initiatives such as RTI, PBIS, SAC, SAT, FBA/BIP, CBMS, Progress Monitoring, and other special and general education initiatives.
7. Conduct case study evaluations, file reviews, and meeting preparation. In addition, they will be charged with attending meetings and wrapping up and preparing for future special education activities.
8. Plan for, facilitate, and implement summer professional development sessions for district staff.
9. Complete special projects as assigned by the Assistant Superintendent for Student Support Services.

Director of Media Centers

amount: .17

Level: District

1. Oversee all elementary and middle school Libraries.
2. Oversee all aspects of the district library budget.
3. Provide best practices, training, in-service and professional development for Library Media Assistants.
4. Make site visits to district libraries.
5. Schedule and facilitate Library Round Table Meetings.
6. Work directly with the Assistant Superintendent of Curriculum, the Assistant Superintendent of Finance and the District Technology Department.
7. Formulate and recommend district library policies and guidelines.
8. Write local, state and federal library grants.
9. Attend library conventions.
10. Meet with vendors promoting library materials and equipment.
11. Act as Liaison for the DeKalb Public Library and the Northern Illinois University Libraries.
12. Provide district Inter-Library Loan services.
13. Coordinate district library events.
14. Attend Curriculum Council Meetings.
15. Participate on District Technology Committee.
16. Coordinate district textbook bindery shipments.
17. Represent DeKalb CUSD #428 at Prairie Area Library System meetings.
18. Maintain district information on ELI (Every Library in Illinois).
19. Network with other Library Media Specialists and Directors.

Marching/Pep Band Director

amount: .20

Level: High School

Category I

These responsibilities are related to the scheduled curriculum band classes that require instruction/direction outside of the regular school day. The primary responsibilities of the high school band director are to enhance, complement and supplement the activities of the music classroom.

1. Present two or more high school band concerts a year.
2. Direct bands at IHSA Organizational Contest.
3. Direct bands at high school and community events, potentially but not necessarily including: parades, band competitions, graduation, baccalaureate, holiday events, assemblies, Fine Arts festivals, NIU Band Day.
4. Direct, instruct, and supervise students on band performance trips, retreats, and field trips.
5. Direct bands at athletic events such as football and basketball games.

These responsibilities are related to extracurricular band activities.

1. Direct and present extracurricular performances.
2. Select and form extracurricular band ensembles.
3. Direct extracurricular band rehearsals and retreats.
4. Assist students in preparation for IMEA auditions and festivals.
5. Supervise and direct students at IMEA festivals and other music conventions.
6. Recruit for band program grades K-12.
7. Plan and supervise fund raising, secure performance venues and manage travel arrangements for performance/educational tours as approved by the administration and Board of Education.

Chorus Director

amount: .15

Level: High School

Category I

Chorus Director shall have the following responsibilities related to the scheduled curriculum chorus classes that require instruction/direction outside of the regular school day.

1. Present two or more high school choir concerts a year.
2. Direct choirs at IHSA Organizational Contest.
3. Direct choirs at high school and community events, potentially but not necessarily including: Graduation, Baccalaureate, holiday events, assemblies, Fine Arts Festivals, NIU Choir Day, etc.
4. Direct, instruct, and supervise students on choir performance trips, retreats, and field trips.

Chorus director shall have the following responsibilities related to extracurricular choir activities:

1. Direct and present extracurricular performances – potentially, but not necessarily including: Madrigal Dinners, Jazz Show, or A Cappella Group Shows.
2. Select and form extracurricular choir ensembles.
3. Direct of extracurricular choral rehearsals and retreats.
4. Assist students in preparation for IMEA auditions and festivals.
5. Assist students in preparation for IHSA Solo and Ensemble competitions.
6. Organize and conduct auditions for National Anthem performances for athletic events.
7. Recruit for choral program grades K-12.
8. Supervise and direct students at IMEA festivals and other music conventions.

Orchestra Director

amount: .10

Level: High School

Category I

Orchestra Director shall have the following responsibilities related to the scheduled curriculum orchestra classes that require instruction and direction outside of the regular school day. The primary responsibilities of the high school orchestra director are to enhance, complement, and supplement the activities of the music classroom.

1. Present two or more high school orchestra concerts a year.
2. Plan, supervise, and direct Orchestras at IHSA Organizational Contest or other contests.
3. Plan, supervise, and direct Orchestras at high school and community events--potentially, but not necessarily including: Graduation, Baccalaureate, holiday events, assemblies, Fine Arts Festivals, etc.
4. Direct, instruct, and supervise students on Orchestra performance trips, retreats, and field trips.

Orchestra Director shall have the following responsibilities related to extracurricular orchestra activities:

1. Direct and present extracurricular performances.
2. Select and form extracurricular orchestra ensembles.
3. Direct extracurricular orchestra rehearsals and retreats.
4. Assist students in preparation for IMEA auditions and festivals.
5. Assist students in preparation for IHSA Solo and Ensemble competitions.
6. Recruit for orchestra program grades K-12.
7. Supervise and direct students at IMEA festivals and other music conventions.
8. Plan and supervise fund raising, secure performance venues and manage travel arrangements for performance/educational tours as approved by the administration and Board of Education.
9. The director may also plan, and supervise fund raising, manage travel for performance/educational tours as approved by the Board of Education.

High School Newspaper (*Barb Wire*)

amount: .10

Level: High School

Category I

1. Work with student editor to plan each issue of the paper.
2. Help students edit stories.
3. Check for accuracy and appropriateness of context.
4. Help students with page design.
5. Oversee ad sales and billing.
6. Work with local printers.
7. Oversee student photography for the paper.
8. Oversee, organize, and facilitate the production of the school newspaper.
9. Follow all policies and procedures outlined in the District 428 Activities handbook.

High School Yearbook (*Kalibre*)

amount: .15

Level: High School

Category I

1. Coordinate senior and underclass pictures, including club/organization pictures, faculty pictures, sports pictures and event pictures, special events pictures and photos for the yearbook.
2. Oversee all layouts, stories, photos, and pages in the yearbook.
3. Choose editors for all sections of the yearbook.
4. Correspond with the publisher about deadlines, contracts and materials needed for working with the yearbook.
5. Teach students how to do a layout with photos and articles and using the computer template to set up pages.
6. Attend a conference about designing covers and finding themes which the advisor takes students to in the fall.
7. Distribute yearbooks in the fall and coordinate yearbook sales.
8. Follow all policies and procedures outlined in the District 428 Activities handbook.

High School Literary Magazine (*New Pennies*)

amount: .10

Level: High School

Category I

1. Contingent upon teaching the Creative Writing II production class.
2. Organize, oversee, and facilitate all student submissions in writing and graphics.
3. Assist in the layout and design of pages.
4. Maintain and monitor system of anonymous submissions.
5. Oversee selection process by student staff to ensure anonymity, fairness, and standards.
6. Act as faculty liaison to commercial printer coordinating all decisions regarding page layout, paper stock, font, half-tone negatives for art, binding, four-color separation for cover, etc.
7. Establish and maintain a schedule of deadlines for students and printer.
8. Oversee distribution and collection of moneys received from sales.
9. Complete applications and forms of submission to external judging agencies such as National Scholastic Press Association and National Council Teachers of English.
10. Maintain system of magazine exchanges with other interested schools.
11. Oversee budget and all correspondence.
12. Supervise the time that students spend working on the literary magazine outside of the school day.
13. Follow all policies and procedures outlined in the District 428 Activities handbook.

Agriculture Coordinator/FFA Advisor

amount: .20

Level: High School

Category I

1. Maintain inventory and organize five to six lab areas.
2. Plan, organize, and maintain the greenhouse.
3. Plan, organize, and maintain the land lab.
4. Oversee community service activities, including collaboration with local Farm Bureau and/or 4-H.
5. Meet with student support groups, community groups, and state and local agriculture leaders to keep student learning opportunities current.
6. Apply for grants to assist with funding.
7. Plan and organize SAE project visits.
8. Attend the Illinois Association of Vocational Agriculture Teachers conference.
9. Attend in-service workshops.
10. Attend the State FFA Convention.
11. Attend the Section FFA Fair.

DeKalb Community Unit School District 428
Differential Job Description

Hourly Dean
amount: .08
Level: High School
Category II
General

1. Assess & counsel students for tardies, unexcused absences, and disciplinary referrals.
2. Call home to parents.
3. Supervise a total of 3 extracurricular events, including dances, athletic events, school plays, etc.
4. Attend meetings for hourly deans with assistant principal(s).

Alternative In-School Assignment

amount: .24

Level: High School

Category II

General

1. Supervise after school detention and A.I.S.A's for two hours Monday through Thursday during the school year. The A.I.S.A. supervisor will keep accurate attendance, maintain order and report all absences.
2. Supervise students until they leave the building.
3. Collaborate with the Assistant Principal(s) of DeKalb High School.

Area Coordinator
amount: .05-.13 with varying release time
Level: High School
Category II
General

1. Attend weekly Building Leadership Team meetings.
2. Monitor, direct, evaluate, and recommend curriculum offerings in the designated curriculum area.
3. Assist with course selection and scheduling for the department/area.
4. Schedule and facilitate department meetings.
5. Oversee development and implementation of department SIP goals.
6. Order and organize supplies and textbooks.
7. Manage audio/video equipment.
8. Attend interviews and provide input for the hiring of new staff members.
9. Coordinate department/area participation in 8th Grade Parent Night and Open House.
10. If applicable, participate in discussions/decisions regarding placement procedures for incoming 8th graders.

Technology Representative

amount: .08

Level: High School

Category II

General

1. Maintain all computers in the building.
2. Troubleshoot any computer problems.
3. Refer issues to the technology department at the Education Center.
4. Assist staff with technology for instructional and organizational use.
5. Maintain the mailbox system in the school.
6. Install teacher-preferred software (disable and enable deepfreeze program).
7. Give recommendations to departments for software and hardware purchases.
8. Attend network support and coordinator meetings, if available.

Assistant Band Director

amount: .09

Level: High School

Category II

General

Assistant Band Director shall provide support for the following responsibilities related to the scheduled curriculum band classes that require instruction/direction outside of the regular school day.

1. Present two or more high school band concerts a year.
2. Direct Bands at IHSA Organizational Contest.
3. Direct Bands at high school and community events, potentially but not necessarily including: parades, band competitions, graduation, Baccalaureate, holiday events, assemblies, Fine Arts festivals, NIU Band Day, etc.
4. Direction, instruction, and supervision of students on Band performance trips, retreats, and field trips.
5. Direction of Bands at athletic events such as football games, Basketball games, etc.

Assistant Band Director shall provide support for the following responsibilities related to extracurricular band activities:

1. Direct and present extracurricular performances.
2. Select and form of extracurricular band ensembles.
3. Direct extracurricular band rehearsals and retreats.
4. Assist students in preparation for IMEA auditions and festivals.
5. Assist students in preparation for IHSA Solo and Ensemble.
6. Recruit for band program grades K-12.
7. Supervise and direct students at IMEA festivals and other music conventions.

Chorus Assistant

amount: .07

Level: High School

Category II

General

Assistant chorus director shall provide support for the following responsibilities related to the scheduled curriculum chorus classes that require instruction/direction outside of the regular school day.

1. Present two or more high school choir concerts a year.
2. Direct choirs at IHSA Organizational Contest.
3. Direct choirs at high school and community events, potentially but not necessarily including: Graduation, Baccalaureate, holiday events, assemblies, Fine Arts Festivals, NIU Choir Day, etc.
4. Direct, instruct, and supervise students on choir performance trips, retreats, and field trips.

Assistant chorus director shall provide support for the following responsibilities related to extracurricular choir activities:

1. Direct and present extracurricular performances - potentially but not necessarily including; Madrigal dinners, Jazz Show, or a cappella group shows.
2. Select and form extracurricular choir ensembles.
3. Direct extracurricular choral rehearsals and retreats.
4. Assist students in preparation for IMEA auditions and festivals.
5. Assist students in preparation for IHSA Solo and Ensemble competitions.
6. Organize and conduct auditions for National Anthem performances for athletic events.
7. Recruit for choral program grades K-12.
8. Supervise and direct students at IMEA festivals and other music conventions.

DeKalb Community Unit School District 428
Differential Job Description

Color Guard
amount: .05
Level: High School
Category II
General

1. Select and form the color guard group.
2. Schedule and direct color guard practices.
3. Supervise and direct color guard at all parades, athletic events, and other marching band competitions where color guard is scheduled to perform.
4. Work under the direction of the High School Band Director.

Pom Pon, Head Coach

amount: .08
Level: High School
Category II
General

1. Coordinate practice, gym, and clinic schedule with athletic director.
2. Practice/perform at all home games.
3. Recommend the ordering of new equipment and supplies to the athletic director.
4. Maintain, inventory, store, and secure all existing equipment.
5. Responsible for the arrangements and supervision of all activities, practices, performances, pep assemblies, contests, tryouts, and clinics.
6. Responsible for the supervision of students transported by commercial or private vehicles.
7. Organize tryouts.

Pom Pon, Assistant Coach

amount: .06
Level: High School
Category II
General

Assist the Pom Pon Head Coach with the duties listed above.

DeKalb Community Unit School District 428
Differential Job Description

Forensics
amount: .12
Level: High School
Category II
General

1. Work with Director of Activities and Athletics to schedule events and work out the budget.
2. Know and abide by school, conference, and IHSA rules.
3. Send in results of contests as needed.
4. Attend meetings scheduled by the conference and IHSA.
5. Supervise students at all times.
6. Recruit and arrange payment for timers and judges for all home contests.
7. Arrange and schedule practices.

Forensics Assistant
amount: .10
Level: High School
Category II
General

Assist the Forensics Coach with the duties listed above.

Musical Choreographer

amount: .03

Level: High School

Category II

General

1. Meet with musical staff to plan rehearsals and production of spring musical.
2. Choreograph dance portions of spring musical.
3. Direct dance rehearsals as needed for spring musical.

Fall Theatre Director

amount: .07

Level: High School

Category II

General

1. Meet with play staff to select play.
2. Meet with play staff to plan production.
3. Organize and coordinate auditions.
4. Plan and direct stage blocking, acting direction, and performance coaching of students involved in play.
5. Coordinate set, lighting, costuming, and collaborate with other directors involved.
6. Schedule and direct rehearsals.
7. Prepare and organize publicity for play.

Spring Musical Director

amount: .09

Level: High School

Category II

General

1. Meet with musical staff to select musical.
2. Meet with musical staff to plan production.
3. Organize and coordinate auditions.
4. Plan and direct stage blocking, acting direction, vocal music instruction, and performance coaching of students involved.
5. Coordinate set, lighting, costuming, pit, choreography, and collaborate with other directors involved.
6. Hold and direct rehearsals to teach blocking, acting and vocal performance.
7. Plan and coordinate rehearsal schedule.
8. Prepare and organize publicity.

Spring Musical Assistant

amount: .03

Level: High School

Category II

General

1. Meet with musical staff and plan production.
2. Assist in stage blocking, acting direction, vocal music instruction, or performance coaching as needed and determined by Director and musical staff.
3. Direct and hold rehearsals as needed regarding vocal music, blocking or acting.

Theatre Technical Director for Set
amount: .03 fall, .03 spring
Level: High School
Category II

1. Meet with musical staff and plan production of musical and play.
2. Plan and design set as agreed upon with musical or play staff.
3. Supervise, instruct and direct students in construction of set and props.
4. Instruct and supervise students in safety instruction regarding construction of set.
5. Direct students during rehearsals and performances regarding set changes, set up, etc.

Pit Orchestra Director

amount: .03

Level: High School

Category II

1. Recruit, rehearse, and prepare student musicians to perform as the theatre orchestra in association with one stage production per year at DeKalb High School.
2. Work under the direction of the Spring Musical Director.

Theatre Technical Director for Lighting

amount: .01 fall, .01 spring

Level: High School

Category II

1. Meet with musical staff and plan production of musical and play.
2. Plan and design lighting as agreed upon with musical or play staff.
3. Supervise, instruct and direct students in setting and running of lights.
4. Instruct and supervise students in safety practices regarding construction of lighting systems.
5. Operate lights and direct student light operators during rehearsals and performances.

Theatre Technical Director for Sound

amount: .01 fall, .02 spring

Level: High School

Category II

1. Meet with musical staff and plan production of musical and play.
2. Plan and design sound tech as agreed upon with musical or play staff.
3. Supervise, instruct and direct students in setting and running of sound tech.
4. Instruct and supervise students in safety practices regarding sound tech.
5. Operate sound and direct student sound tech operators during rehearsals and performances.

Theatre Costume: fall, spring, Madrigal

amount: .12

Level: High School

Category II

1. Meet with production staff(s) and plan/design costume needs of musical, play, and madrigals.
2. Supervise, instruct and direct students in design and construction of costuming and props.
3. Instruct and supervise students in safety practices regarding costuming.
4. Oversee, organize, and direct costuming and make-up of students during dress rehearsals and performances.

Auditorium Sound/Light Technician

amount: .02

Level: High School

Category II

1. Demonstrate working knowledge of sound booth operation.
2. Supervise, instruct and direct staff and student sound booth operators.
3. Organize and coordinate scheduling of sound booth operators for events needing sound in auditorium such as assemblies, orientations, etc.
4. Review sound booth needs and organize repairs, maintenance, and upgrades.

DeKalb Community Unit School District 428
Differential Job Description

Ticket Manager
amount: .15
Level: High School
Category II

1. Schedule and supervise students and workers under his/her jurisdiction at home events with approval of Director of Activities and Athletics.
2. Arrange the printing and sale of tickets and the deposit of money for all high school events where admission is charged, with exception of club-sponsored events.
3. Reconcile sale of all tickets and proceeds.
4. Submit timesheets for workers to the Director of Activities and Athletics.

DeKalb Community Unit School District 428
Differential Job Description

Freshman Class Advisor

amount: .04

Level: High School

Category II

1. Schedule and attend class meetings.
2. Supervise homecoming activities -- meetings, parade, hall decorations, etc.
3. Supervise fund-raisers.
4. Follow all policies and procedures outlined in the District 428 Activities handbook.

DeKalb Community Unit School District 428
Differential Job Description

Sophomore Class Advisor

amount: .04

Level: High School

Category II

1. Schedule and attend class meetings.
2. Supervise homecoming activities -- meetings, parade, hall decorations, etc.
3. Supervise fund-raisers.
4. Follow all policies and procedures outlined in the District 428 Activities handbook.

DeKalb Community Unit School District 428
Differential Job Description

Junior Class Advisor

amount: .08

Level: High School

Category II

1. Schedule and attend class meetings.
2. Supervise homecoming activities -- meetings, parade, hall decorations, etc.
3. Supervise fund-raisers.
4. Plan and supervise Prom with administrator approval.
5. Follow all policies and procedures outlined in the District 428 Activities handbook.

DeKalb Community Unit School District 428
Differential Job Description

Senior Class Advisor

amount: .06

Level: High School

Category II

1. Schedule and attend class meetings.
2. Supervise homecoming activities -- meetings, parade, hall decorations, etc.
3. Supervise fund-raisers.
4. Plan and supervise graduation with administrator approval.
5. Help seniors choose and order class gift.
6. Follow all policies and procedures outlined in the District 428 Activities handbook.

National Honor Society Advisor

amount: .05

Level: High School

Category II

1. Work with students to organize and carry out the National Honor Society Induction Ceremony in the spring.
2. Work with students on school and community service projects.
3. Assist students in developing and implementing the peer tutoring program.
4. Meet with officers and assist with the development of yearly NHS goals.
5. Attend all NHS meetings.
6. Work with DeKalb High School NHS faculty council to maintain local and national guidelines.
7. Explain the application process January – March.
8. Follow all policies and procedures outlined in the District 428 Activities handbook.

National Honor Society Assistant Advisor

amount: .03

Level: High School

Category II

Assist the National Honors Society Advisor with the duties listed above.

DeKalb Community Unit School District 428
Differential Job Description

French Club
amount: .02
Level: High School
Category II

1. Organize election of officers at beginning of the year.
2. Attend and oversee meetings.
3. Oversee events.
4. Follow all policies and procedures outlined in the District 428 Activities handbook.

DeKalb Community Unit School District 428
Differential Job Description

Spanish Club
amount: .02
Level: High School
Category II

1. Organize election of officers at beginning of the year.
2. Attend and oversee meetings.
3. Oversee events.
4. Follow all policies and procedures outlined in the District 428 Activities handbook.

DeKalb Community Unit School District 428
Differential Job Description

Voices of Diversity Advisor

amount: .03

Level: High School

Category II

1. Organize election of officers at beginning of the year.
2. Attend and oversee meetings.
3. Oversee events.
4. Follow all policies and procedures outlined in the District 428 Activities handbook.

DeKalb Community Unit School District 428
Differential Job Description

S.A.D.D. Advisor

amount: .04

Level: High School

Category II

1. Organize election of officers at beginning of the year.
2. Attend and oversee meetings.
3. Help organize DUI day.
4. Take students to S.A.D.D. conventions.
5. Follow all policies and procedures outlined in the District 428 Activities handbook.

Scholastic Bowl Coach

amount: .10

Level: High School

Category II

1. Work with Director of Activities and Athletics to schedule events and work out the budget.
2. Know and abide by school, conference, and IHSA rules.
3. Send in results of contests as needed.
4. Attend meetings scheduled by the conference and cooperate with other conference coaches in carrying out directives of the conference.
5. Supervise students at all times.
6. Recruit and arrange payment for timers and judges for all home contests.
7. Arrange and schedule practices.

Scholastic Bowl Assistant

amount: .05

Level: High School

Category II

Assist the Scholastic Bowl Coach with the duties listed above.

Math Team Coordinator

amount: .02

Level: High School

Category II

1. Work with Assistant Principal for Activities and Athletics to schedule events and work out the budget.
2. Know and abide by school, conference, and IHSA rules.
3. Send in results of contests as needed.
4. Attend meetings scheduled by the conference and cooperate with other conference coaches in carrying out directives of the conference.
5. Supervise students at all times.
6. Arrange and schedule practices.

Student Council Advisor

amount: .12

Level: High School

Category II

1. Attend all student council meetings, including committee meetings.
2. Attend all major student council functions on the local, district, and state levels.
3. Assist students holding position on the district or state boards.
4. Plan, organize, and supervise Homecoming Week activities.
5. Plan, organize, and supervise Mr. DHS.
6. Plan, organize, and supervise other charity and service events.
7. Follow all policies and procedures outlined in the District 428 Activities handbook.

Student Council Assistant Advisor

amount: .08

Level: High School

Category II

Assist the Student Council Advisor with the duties listed above.

Club/Student Activity Coordinator

amount: .10

Level: High School

Category II

1. Schedule school-sponsored and non-sponsored club/activities meetings and events.
2. Schedule college classes into DHS classrooms.
3. Work with Activities/Athletic Director to schedule events.
4. Collect and file student attendance from club meetings.

Environmental Club Advisor

amount: .02

Level: High School

Category II

1. Organize election of officers at beginning of the year.
2. Attend and oversee meetings.
3. Help organize environmental activities.
4. Follow all policies and procedures outlined in the District 428 Activities handbook.

DeKalb Community Unit School District 428
Differential Job Description

Art Studio
amount: .04
Level: High School
Category II

1. Organize election of officers at beginning of the year.
2. Attend and oversee meetings.
3. Help organize art activities at DHS and with the conference.
4. Follow all policies and procedures outlined in the District 428 Activities handbook.

DeKalb Community Unit School District 428
Differential Job Description

WYSE
amount: .02
Level: High School
Category II

1. Work with Assistant Principal for Activities and Athletics to schedule events and work out the budget.
2. Know and abide by school, conference, and IHSA rules.
3. Send in results of contests as needed.
4. Attend state meetings and cooperate with other coaches in carrying out state directives.
5. Supervise students at all times.
6. Arrange and schedule practices.

Gay-Straight Alliance (GSA) Advisor

amount: .02

Level: High School

Category II

1. Organize election of officers at beginning of the year.
2. Attend and oversee meetings.
3. Oversee events.
4. Follow all policies and procedures outlined in the District 428 Activities handbook.

Black Student Union (BSU) Advisor

amount: .02

Level: High School

Category II

1. Organize election of officers at beginning of the year.
2. Attend and oversee meetings.
3. Oversee events.
4. Follow all policies and procedures outlined in the District 428 Activities handbook.

PBIS Coach
amount: .08
Level: High School
Category II

1. Attend and monitor PBIS trainings and meetings with team.
2. Ensure that PBIS is fully implemented within the building.
3. Communicate with the SIP team or members of the SIP team.
4. Know the research and practices related to school-wide behavioral support, including applied behavior analysis, and use a variety of observational and interviewing skills.
5. Attend leader workshops.
6. Collect data in the building.
7. Communicate PBIS activities at faculty meetings.
8. Communicate with parents/liaisons/PTA/PTO/student support organizations.
9. Network with other internal coaches, external coaches, and sub-region coordinators.

Athletic Trainer
amount: .15 (per season)
Level: High School
Category II

1. Cover all athletic practices after school and on Saturday (including holidays and breaks).
2. Cover all home athletic events, not including tournaments.
3. Travel with sophomore and varsity football.
4. Perform evaluations and rehabilitation on injuries for all athletes that require attention.
5. Prepare water for some practices and home events.
6. Tape and stretch athletes when necessary.
7. Talk with athletes, parents and coaches regarding injuries.
8. Order supplies and monitor inventory.
9. Cover all level of boys' and girls' athletics.

Assistant Athletic Director

amount: .08 (per season)

Level: High School

Category II

1. Work in cooperation with the Assistant Principal for Activities and Athletics.
2. Administer and supervise designated athletic contests and programs.
3. Meet regularly with the Assistant Principal for Activities and Athletics and coaches.
4. Assist in hiring and supervising all coaching personnel.
5. Act as a liaison between coaches and the Assistant Principal for Activities and Athletics.
6. Help manage designated conference, state, or invitational contests hosted by DeKalb High School.
7. Attend IHSA and Conference meetings for Assistant AD's.
8. Assist the Assistant Principal for Activities and Athletics in determining schedules, facility use, budgets, purchasing supplies, coaching assignments, and hiring of officials.
9. Assist in equipment maintenance, storage, and inventory.

Weight Room Coordinator

amount: .07 (per quarter)

Level: High School

Category II

1. Supervise weight room activities, and provide general instruction to students on weightlifting techniques and safety procedures.
2. Schedule weight room hours with the Assistant Principal for Activities and Athletics.
3. Make inspections of equipment and weight room, and report problems to the Assistant Principal for Activities and Athletics.

Intramural Coordinator

amount: .10

Level: High School

Category II

1. Coordinate with the Assistant Principal for Activities and Athletics two seasons of Intramural competition.
2. Schedule facilities with the Assistant Principal for Activities and Athletics.
3. Schedule and hire student officials and timers/scorekeepers for games.
4. Supervise all games and practices.
5. Oversee the maintenance, inventory, storage, and security of all equipment for Intramurals.

DeKalb Community Unit School District 428
Differential Job Description

General Job Description
For

Athletics – Head Varsity Coach

amount: varying

Level: High School

Category II

1. Work to develop a 7-12 program consistent with District philosophy.
2. Attend all IHSA, Conference, and required school meetings. Abide by all rules and guidelines.
3. Maintain a working relationship with assistant coaches, administration, and all other employees of the district.
4. Develop goals for the program to accomplish.
5. Participate in recruitment, selection, placement, and evaluation of all assistant coaches.
6. Discuss and work with the Assistant Principal for Activities and Athletics on scheduling games and practices.
7. Communicate equipment needs to the Assistant Principal for Activities and Athletics through Boosters and District funds.
8. Prepare inventory lists for end- of-the- season requirements.
9. Conduct pre-season parent meetings.
10. Follow guidelines set forth in the District 428 Coaches handbook.

DeKalb Community Unit School District 428
Differential Job Description

General Job Description
For

Athletics – Assistant Coach

amount: varying

Level: High School

Category II

1. Attend IESA, IHSA, Conference, and school meetings as required. Abide by all rules and guidelines.
2. Assist Head Coach in practice duties, game preparation, and contests.
3. Follow guidelines set forth in the District 428 Coaches Handbook.

Band Director
amount: .10
Level: Middle School
Category I

The middle school band director shall have the following responsibilities related to the scheduled curriculum band classes:

1. Present two or more band concerts a year.
2. Direct bands at IGSMA Organizational Contest.
3. Recruit of band students for middle school band program.
4. Direct bands at high school and community events, potentially but not necessarily including: Parades, Graduation, holiday events, assemblies, Fine Arts Festivals, etc.
5. Direct, instruct, and supervise students on band performance trips, retreats, and field trips.

The middle school band director shall have the following responsibilities related to extracurricular band activities:

1. Direct and present extracurricular performances.
2. Select and form extracurricular band ensembles.
3. Direct extracurricular band rehearsals.
4. Assist students in preparation for IMEA auditions and festivals.
5. Assist students in preparation for IGSMA Solo and Ensemble competitions.
6. Supervise and direct students at IMEA festivals and other music conventions.

Chorus Director
amount: .04
Level: Middle School
Category I

Chorus director shall have the following responsibilities related to the scheduled curriculum chorus classes:

1. Present two or more choir concerts a year.
2. Direct choirs at IGSMA Organizational Contest.
3. Recruit of choir students for middle school choir program.
4. Direct choirs at high school and community events, potentially but not necessarily including: Graduation, holiday events, assemblies, Fine Arts Festivals, etc.
5. Direct, instruct, and supervise students on choir performance trips, retreats, and field trips.

Chorus director shall have the following responsibilities related to extracurricular choir activities:

1. Direct and present extracurricular performances.
2. Select and form extracurricular choir ensembles.
3. Direct extracurricular choral rehearsals.
4. Assist students in preparation for IMEA auditions and festivals.
5. Assist students in preparation for IGSMA Solo and Ensemble competitions.
6. Organize and conduct auditions for National Anthem performances for athletic events.
7. Supervise and direct students at IMEA festivals and other music conventions.

Orchestra Director
amount: .03
Level: Middle School
Category I

Orchestra Director shall have the following responsibilities related to the scheduled curriculum orchestra classes that require instruction/direction outside of the regular school day:

1. Present two or more high school orchestra concerts a year.
2. Direct Orchestras at IHSA Organizational Contest or other contests.
3. Direct Orchestras at high school and community events—potentially, but not necessarily including: Graduation, Baccalaureate, holiday events, assemblies, Fine Arts Festivals, etc.
4. Direct, instruct, and supervise students on Orchestra performance trips, retreats, and field trips.

Orchestra Director shall have the following responsibilities related to extracurricular orchestra activities:

1. Direct and present extracurricular performances.
2. Select and form extracurricular orchestra ensembles.
3. Direct extracurricular orchestra rehearsals and retreats.
4. Assist students in preparation for IMEA auditions and festivals.
5. Assist students in preparation for IHSA Solo and Ensemble competitions.
6. Recruit for orchestra program grades K-12.
7. Supervise and direct students at IMEA festivals and other music conventions.

Technology Representative

amount: .04

Level: Middle School

Category II

1. Troubleshoot computer problems.
2. Maintain computers.
3. Assist teachers with using technology.
4. Update Canon Printer mailboxes.

DeKalb Community Unit School District 428
Differential Job Description

Detention Supervisor

amount: .05

Level: Middle School

Category II

1. Meet Tuesdays and Thursdays from 2:45 – 3:45.
2. Supervise students scheduled by the office for detention.

Sports and Games Coordinator

amount: .13

Level: Middle School

Category II

1. Recommend to building principal and high school athletic director staff to fill. coaching vacancies (Seniority, experience and teaching in the building are given consideration with input from the head coach at the high school).
2. Schedule contests, buses, officials and facilities.
3. Coordinate facilities between practice schedules and games for various activities and sports.
4. Communicate with schools with whom the interscholastic teams are competing.
5. Conduct yearly coaches meetings to review schedules, officials, buses, budgets, equipment needs, equipment requests, insurance procedures, special forms, physical exam requirement changes and concerns.
6. Attend Barb Booster meetings and provide input as well as requests both for individuals (participant fees) and clothing and equipment needs.
7. Coordinate Barb Booster request twice annually.
8. Schedule supervisors, ticket takers, and scorekeepers for contests.
9. Monitor that participation standards and practice times are being met.
10. Compile, post, and distribute necessary eligibility for all sports.
11. Provide yearly written evaluations.
12. Attend conference meetings.
13. Get list of officials and fees to secretary for payment.
14. Coordinate forms for eligibility, rosters, schedules and annual dues and fees with I.E.S.A.
15. Order and maintain first aid supplies and first aid kits for various sports.
16. Coordinate all activities taking place in the gyms including school and non-school groups.
17. Make all purchases for the upcoming school year in spring.
18. Complete the time sheets for all the workers for the sporting events.

Pom Pon Head Coach

amount: .04

Level: Middle School

Category II

1. Oversee Middle School Program.
2. Schedule practices and performances.
3. Maintain uniforms and equipment.
4. Plan end of season party/banquet.
5. Oversee budget and purchases as necessary.
6. Put together and conduct preseason clinic.

Pom Pon Assistant Coach

amount: .03

Level: Middle School

Category II

Assist the Pom Pon Head Coach with the duties listed above.

After School Educational Services Coordinator (Study Club)

amount: .06

Level: Middle School

Category II

1. Meet September through June, Monday through Thursday.
2. Provide tutoring for 6th, 7th, and 8th graders.
3. Schedule moderators.
4. Oversee all tutors.
5. Supervise students until they exit building.
6. Provide notice of attendance on daily basis for some attendees to counselor or parents.
7. Contact coaches about attendance and behavior.

DeKalb Community Unit School District 428
Differential Job Description

Forensics
amount: .06
Level: Middle School
Category II

1. Meet September – December.
2. Meet twice each week, 2:45 - 3:45.
3. May participate in forensics tournaments.
4. December Showcase of Talents presentation for parents.

Student Council Advisor

amount: .08

Level: Middle School

Category II

1. Oversee all aspects of student council.
2. Meet during summer and school year to coordinate council activities.
3. Order supplies needed for proper function of all student council activities.
4. Meet weekly with student council September-June.
5. Oversee officer elections.
6. Schedule and coordinate 2-3 mixers per year including decorations, concessions, chaperones, DJ, clean up, selling tickets.
7. Schedule and promote 2 spirit weeks.
8. Coordinate week long fundraiser and shop for Adopt-An-Angel.
9. Coordinate gift wrapping at Barnes & Noble fundraiser for Adopt-An-Angel.
10. Coordinate week long fundraiser for Bowl-For-Kids-Sake, sell Valentine Day Grams during lunch periods.
11. Coordinate fundraisers for donations to various causes and charities throughout the year.
12. Coordinate Teacher Appreciation Week.
13. Coordinate various activities throughout the year with community members and other organizations in the building.
14. Field trip to Golden Years Plaza 2 times a year with choir and craft club.
15. Sell tickets, etc. during lunch period, 8-10 times a year.
16. Distribute various notes to entire school body announcing upcoming school wide events and activities.
17. Follow all policies and procedures outlined in the District 428 Activities handbook.

Yearbook Advisor

amount: .04

Level: Middle School

Category II

1. Produce and publish the annual volume of yearbook.
2. Meet with club members, as needed, from October to March, and again at the end of the year when yearbooks are distributed.
3. Coordinate with publishing company and photographers to schedule team and individual pictures for sports teams.
4. Coordinate with club members to take additional "candid" photographs of sports, clubs, events, student life, etc.
5. Integrate technology by having club members build pages with portraits and candid pictures using a web-based design program.
6. Advertise yearbook sales and distribution.
7. Coordinate sales, distribution, manage account, and pay publishing company.
8. Follow all policies and procedures outlined in the District 428 Activities handbook.

Scholastic Bowl Coach

amount: .03

Level: Middle School

Category II

1. Meet with other coaches to plan practices and competitions.
2. Meet with students approximately once per week from mid-September through mid-May or twice per week during the second semester only.
3. Communicate expectations to students and parents for the noncompetitive and competitive portions of the season.
4. Order scholastic bowl questions for the competitive season.
5. Communicate with coaches from other schools to coordinate the scholastic bowl matches.
6. Reserve building space and custodial help for home matches.
7. Turn in a list of participants for eligibility purposes, and check each Friday to see if any students need consequences for ineligibility.
8. Coordinate early dismissal arrangements with the office as necessary.
9. For home matches or home tournaments, arrange for moderators, timers, and scorekeepers. Also, coordinate parent volunteers. If additional help is needed, contact the Sports and Games Coordinator.
10. If uniform shirts are desired, collect or raise money and order the shirts.
11. Keep the lock out box in good repair, arranging for repairs or replacing parts as necessary.

Theatre Director
amount: .03
Level: Middle School
Category II

1. Meet with play staff to select play.
2. Meet with play staff to plan production and vision for play.
3. Organize and coordinate audition process for play.
4. Plan and direct stage blocking, acting direction, and performance coaching of students involved in play.
5. Coordinate set, lighting, costuming, and collaborate with other directors involved.
6. Scheduling and directing of rehearsals.
7. Coaching students in acting and blocking.
8. Plan and coordinate rehearsal schedule for all aspects of play.
9. Prepare and organize publicity for play.

Assistant Theatre Director
amount: .02
Level: Middle School
Category II

Assist the Theatre Director with the duties listed above.

Intramural Coordinator

amount: .05

Level: Middle School

Category II

1. Plan, organize, advertise, and supervise after-school activities for two seasons per year.
2. Work with all middle school grade levels.
3. Coordinate with outside vendors to provide activities such as bowling or hip-hop dancing.

PBIS Coach
amount: .08
Level: Middle School
Category II

1. Attend and monitor PBIS trainings and meetings with team.
2. Ensure that PBIS is fully implemented within the building.
3. Communicate with the SIP team or members of the SIP team.
4. Know the research and practices related to school-wide behavioral support, including applied behavior analysis, and use a variety of observational and interviewing skills.
5. Attend leader workshops.
6. Collect data in the building.
7. Communicate PBIS activities at faculty meetings.
8. Communicate with parents/liaisons/PTA/PTO/student support organizations.
9. Network with other internal coaches, external coaches, and sub-region coordinators.

DeKalb Community Unit School District 428
Differential Job Description

General Job Description
For

Athletics – Head Coach
amount: varying
Level: Middle School
Category II

1. Attend IESA, IHSA, Conference, and school meetings as required. Abide by all rules and guidelines.
2. Discuss and work with Sports Coordinator or Building Administrator on scheduling games and practices.
3. Conduct pre-season parent meetings.
4. Prepare inventory lists for end-of-the-season requirements.
5. Communicate equipment needs to the high school Assistant Principal for Activities and Athletics through Boosters and District funds.
6. Follow guidelines set forth in the District 428 Coaches Handbook.

DeKalb Community Unit School District 428
Differential Job Description

General Job Description
For

Athletics – Assistant Coach

amount: varying

Level: Middle School

Category II

1. Attend IESA, IHSA, Conference, and school meetings as required. Abide by all rules and guidelines.
2. Assist Head Coach in practice duties, game preparation, and contests.
3. Follow guidelines set forth in the District 428 Coaches Handbook.

Instrumental Director
amount: .02
Level: Elementary School
Category I

1. Submit a written proposal outlining the educational goals of the ensemble, relation to the curriculum, number of contact hours, etc.
2. Organize and coordinate audition process for the ensemble.
3. Plan and direct rehearsals for ensemble.
4. Prepare and organize performances for ensemble.

Choral Director
amount: .02
Level: Elementary School
Category I

1. Submit a written proposal outlining the educational goals of the ensemble, relation to the curriculum, number of contact hours, etc.
2. Organize and coordinate audition process for the ensemble.
3. Plan and direct rehearsals for ensemble.
4. Prepare and organize performances for at least one ensemble.

Technology Representative

amount: .02

Level: Elementary School

Category II

1. Assist staff with computer related problems.
2. Report to District Technology Representative any problems that we are unable to fix or problem-solve at building level.
3. Provide support for running, installing, and using computer programs.

PBIS Coach
amount: .08
Level: Elementary School
Category II

1. Attend and monitor PBIS trainings and meetings with team.
2. Ensure that PBIS is fully implemented within the building.
3. Communicate with the SIP team or members of the SIP team.
4. Know the research and practices related to school-wide behavioral support, including applied behavior analysis, and use a variety of observational and interviewing skills.
5. Attend leader workshops.
6. Collect data in the building.
7. Communicate PBIS activities at faculty meetings.
8. Communicate with parents/liaisons/PTA/PTO/student support organizations.
9. Network with other internal coaches, external coaches, and sub-region coordinators.