

EDC Job Descriptions

Aviano Middle/High School

SY 2018-2019

4 September 2018

Europe South

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STEM: Maker Club

DESCRIPTION OF TASKS TO BE PERFORMED:

- Promote science, design and technology, engineering and mathematics
- Demonstrate the use science, design and technology, engineering and mathematics
- Be provided opportunities to enhance college and career readiness by interacting with other students, adults and members of the community
- Pursue “Destination Imagination” program
- Lead students in grades 6-8 in projects designed to help them develop applied use of basic concepts from science, technology, engineering and math
- Help students appreciate math and science principles of the projects
- Share projects with the school and community
- Coordinate with Math and Science teachers to help students build foundation skills
- Submit an After-Action Report upon completion of the activity
- Furnish administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year’s activities calendar, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout the school year.

Officer, Chemical Hygiene (CHO)

DESCRIPTION OF TASKS TO BE PERFORMED:

- Work with administrators and other employees to ensure that DoDDS chemical hygiene and safety policies are followed.
- Monitor procurement and use of chemicals in the school
- Organize and dispose of excess chemicals
- Provide for adequate, safe, and timely disposal of hazardous chemicals
- Conduct or see that appropriate inventories are conducted in accordance with DSR 4800.4, DoDDS Chemical Hygiene and Safety Program
- Help teachers develop safety precautions and procedures
- Help teachers maintain adequate safety equipment. Conduct lab safety inspections
- Provide information on current safety requirements and the use and disposal of hazardous substances to staff
- Monitor all chemical storage, compatibility, security, and labeling
- Seek ways to improve the chemical hygiene and safety program
- Immediately report identified chemical safety hazards to the principal
- Suggest and monitor corrective actions
- Maintain liaison with US military agencies concerned with chemical hygiene and attend appropriate meetings.
- Furnish administration with full log of all time spent performing specific Chemical Hygiene Officer duties
- Submit an After-Action Report upon completion of the activity which includes names of all contacts, summary of the year’s activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Coordinator, AP Assessments

DESCRIPTION OF TASKS TO BE PERFORMED:

- Schedule and facilitate AP Testing for students
- Coordinate with the district and DODEA on all assessments and processing related to AP tests
- Coordinate with AP Chair on test needs of students being served
- Coordinate with AP Chair on recruiting students and building the school AP program
- Files an After-Action Report upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

AP Chair

DESCRIPTION OF TASKS TO BE PERFORMED:

- Serve as the point of contact for Advanced Placement course offerings
- Serve as a conduit for communication among AP teachers, Aviano faculty, and the Aviano community regarding Advanced Placement courses.
- Work with AP teachers and administrators on goal setting, review / adjustment of goals, and reporting as it relates to Advanced Placement courses.
- Obtain released exams from College Board website for teacher use
- Schedule and chair quarterly AP teacher meetings, parent meetings and student meetings
- Review testing for AP courses and help teachers develop plans for helping students score between 3-5 on the AP tests
- Serve as a liaison for the Aviano AP Scholar Program
- Attend and participates in CSILT Executive Committee meetings as needed and inputs documentation / minutes of AP teacher collaboration to accreditation folder
- Facilitate meaningful exchange of successful teaching strategies and guide school improvement strategies within the AP teacher meeting times
- Serve as the point of contact (POC) for issues related to AP courses at Aviano
- Gather input from department members on supply and/or equipment needs & submits necessary supply orders for department when needed.
- Orient new department members with information on curriculum policies and procedures
- Communicate department information to staff as needed
- Assist the AVID coordinator, guidance counselors and administrators in proper identification of potential AP students and appropriate course enrollment for students
- Facilitate an online presence for AP courses on the Aviano website
- Highlight the relationship between the AP Classes and AP activities with the schools vision, mission and goals.
- Work with appropriate staff and faculty to meet identified goals for Advanced Placement programming at Aviano
- Provide a monthly report to administration on AP courses and student progress in the classes
- Files an After-Action Report upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

CCRS Coordinator, Logistics, AdvancED

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organize, coordinate and prepare the space and all materials for the Quarterly CCRS Professional Learning Days
- Assist with arrangements for ISS and Dana Center and/or Catapult consultants' travel that must be arranged on-site
- Make sure that all the curricular materials and resources are available to teachers throughout the year as appropriate
- Work collaboratively with other Teacher Leaders at the school and district level to ensure coherence and consistency in the CCRS implementation
- Files an After-Action Report upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Leaders, Teacher

DESCRIPTION OF TASKS TO BE PERFORMED:

- Provides leadership and support for the continued implementation of professional learning communities/focused collaboration in all schools. Collaborates with the District Superintendent Office;
- and Instructional Systems Specialist (ISSs) for Special Education, Autism and Assistive Technology;
- Facilitates and/or co-facilitates professional learning experiences for teachers in SPED
- Actively contributes to quarterly district-wide virtual PLCs with other SPED teacher leaders
- Participates in the school's Instructional Leadership Team (ILT) as the SPED Teacher Leader
- Supports the implementation of DoDEA initiatives through sharing resources sent from the ISS (i.e. newsletters, approved resources, updates to Aspen, Unique Learning Systems, Go Math!, *Collections* etc.);
- Facilitates and/or co-facilitates professional learning experiences for teachers
- Supports the use of DoDEA procured resources (i.e. discuss strategies for using resources);
- Teams with other Teacher Leaders to provide cross-curricular connections using the standards and procured resources. Shares these ideas during PLCs;
- Looks at student work and analyzing and interpreting data with teachers in PLCs;
- Partners with internal and external stakeholders and industry leaders to advance student and organizational success (e.g. SPED awareness events, community nights, school improvement journey);
- Provides feedback in a respectful manner to the ISS for Special Education, copying the school principal.

Leaders, Teacher Grades 6-12 Social Studies

DESCRIPTION OF TASKS TO BE PERFORMED:

- Provides leadership and support for the continued implementation of professional learning communities/focused collaboration in all schools. Collaborates with the District Superintendent Office and Instructional Systems Specialist (ISSs) for Grades 6-12 Social Studies;
- Assesses and uses research to drive continuous improvement in Grades 6-12 Social Studies for the purpose of increasing its overall effectiveness and making positive, measurable impact on all stakeholders, primarily students by focusing on and implementing three essential elements: learn and share, examine and plan, and act and evaluate;

- Facilitates and/or co-facilitates professional learning experiences for teachers in Grades 6-12 Social Studies and Literacy;
- Collaborates with ILT to align professional learning in support of district and school improvement plans (NLC);
- Participates in the school's Instructional Leadership Team (ILT) as the Grades 6-12 Social Studies Teacher Leader;
- Engages in focused collaboration with ILT to align professional learning and ongoing improvement in professional practice in student achievement;
- Collaborates with teachers in PLCs to implement effective strategies for teaching and learning to challenge and prepare each student to maximize his/her academic growth and well-being for college, career, and life;
- Facilitates/Models/Supports assessment literacy in order to use student learning results to drive professional learning communities/ focused collaboration, inform teaching and learning decisions, and use assessment data to implement change
- Develops and provides timely and accurate two way communication per a communication plan to ensure stakeholders are well informed and given opportunities for feedback
- Partners with internal and external stakeholders and industry leaders to advance student and organizational success (e.g. CCR awareness events, community nights, school improvement journey);
- Develops and provides consistent, meaningful, and timely two-way communication regarding assessment information to all stakeholders;
- Supports community events (e.g. CCR awareness events, community nights, school improvement journey) that represents agency and district initiatives as appropriate.
- Advocates for students and the profession on the basis of DoDEA's Vision, Mission and Core Values:
- student centered, excellence, continuous improvement, lifelong learning, diversity, individual potential, shared responsibility, and trust;
- Advocates for students to maximize their academic growth for well-being college, career, and life.

Leaders, Teacher Grades 6-12 Science

DESCRIPTION OF TASKS TO BE PERFORMED:

- Provides leadership and support for the continued implementation of professional learning communities/focused collaboration in all schools. Collaborates with the District Superintendent Office and Instructional Systems Specialist (ISSs) for Grades 6-12 Science;
- Assesses and uses research to drive continuous improvement in Grades 6-12 Science for the purpose of increasing its overall effectiveness and making positive, measurable impact on all stakeholders, primarily students by focusing on and implementing three essential elements: learn and share, examine and plan, and act and evaluate;
- Facilitates and/or co-facilitates professional learning experiences for teachers in Grades 6-12 Science and Literacy.
- Collaborates with ILT to align professional learning in support of district and school improvement plans (NLC);
- Participates in the school's Instructional Leadership Team (ILT) as the Grades 6-12 Science Teacher Leader;
- Engages in focused collaboration with ILT to align professional learning and ongoing improvement in professional practice in student achievement;
- Collaborates with teachers in PLCs to implement effective strategies for teaching and learning to

challenge and prepare each student to maximize his/her academic growth and well-being for college,

career, and life;

- Facilitates/Models/Supports the collection, analysis, collaborative interpretation of results, application of finding and communication of data for School Improvement;
- Develops and provides timely and accurate two way communication per a communication plan to ensure stakeholders are well informed and given opportunities for feedback; Partners with internal and external stakeholders and industry leaders to advance student and organizational success (e.g. CCR awareness events, community nights, school improvement journey);
- Develops and provides consistent, meaningful, and timely two-way communication regarding assessment information to all stakeholders (optional: include specific stakeholders that pertain to your program (e.g. students, teachers, parents, community).
- Supports community events (e.g. CCR awareness events, community nights, school improvement journey) that represents agency and district initiatives as appropriate;
- Advocates for students and the profession on the basis of DoDEA's Vision, Mission and Core Values: student centered, excellence, continuous improvement, lifelong learning, diversity, individual potential, shared responsibility, and trust;
- Advocates for students to maximize their academic growth for well-being college, career, and life.

Leaders, Teacher Grades 6-12 Mathematics

DESCRIPTION OF TASKS TO BE PERFORMED:

Provides leadership and support for the continued implementation of professional learning

- communities/focused collaboration in all schools. Collaborates with the District Superintendent Office and Instructional Systems Specialist (ISSs) for Mathematics
- Attends monthly virtual Secondary Mathematics Teacher Leader check-in meetings with DSO ISSs for Mathematics
- Understands and models CCRSM initiatives (e.g., goals/objectives, 20/60/20 framework, use of DoDEA-adopted materials, etc.) to support colleagues' implementation of effective teaching strategies
- Assesses and uses research to drive continuous improvement in CCRSM for the purpose of increasing its overall effectiveness and making positive, measurable impact on all stakeholders, primarily students by focusing on and implementing three essential elements: learn and share, examine and plan, and act and evaluate
- Attends Quarterly Training-of-Trainers (ToTs), Late Release and/or Early Return sessions
- Meets with DSO ISS after Quarterly ToTs to plan and prepare for co-facilitation of Quarterly Training sessions
- Facilitates and/or co-facilitates professional learning experiences for teachers in Mathematics (e.g., Quarterly trainings, Virtual Collaborations, Professional Learning Communities)
- Assists in co-planning modules/lessons/assessments with colleagues
- Participates in the school's Instructional Leadership Team (ILT) as the 6-12 Mathematics Teacher Leader
- Engages in focused collaboration with ILT to align professional learning and ongoing improvement in professional practice in student achievement
- Collaborates with teachers in PLCs to implement effective strategies for teaching and learning to challenge and prepare each student to maximize his/her academic growth and well-being for college, career, and life;

- Facilitates/Models/Supports assessment literacy in order to use student learning results to drive professional learning communities/ focused collaboration, inform teaching and learning decisions, and use assessment data to implement change;
- Develops and provides timely and accurate two way communication per a communication plan to ensure stakeholders are well informed and given opportunities for feedback
- Partners with internal and external stakeholders and industry leaders to advance student and organizational success (e.g. CCR awareness events, community nights, school improvement journey)
- Advocates for students and the profession on the basis of DoDEA's Vision, Mission and Core Values:
- student centered, excellence, continuous improvement, lifelong learning, diversity, individual potential, shared responsibility, and trust
- Advocates for students to maximize their academic growth for well-being college, career, and life.

Leaders, Teacher Grades 6-12 ELA Teacher

DESCRIPTION OF TASKS TO BE PERFORMED:

- Provides leadership and support for the continued implementation of professional learning communities/focused collaboration in all schools. Collaborates with the District Superintendent Office and Instructional Systems Specialist (ISSs) for English Language Arts (ELA);
- Assesses and uses research to drive continuous improvement in English Language Arts (ELA) for the purpose of increasing its overall effectiveness and making positive, measurable impact on all stakeholders, primarily students by focusing on and implementing three essential elements: learn and share, examine and plan, and act and evaluate;
- Facilitates and/or co-facilitates professional learning experiences for teachers in ELA;
- Collaborates with ILT to align professional learning in support of district and school improvement plans (NLC);
- Participates in the school's Instructional Leadership Team (ILT) as the 6-12 ELA Teacher Leader;
- Engages in focused collaboration with ILT to align professional learning and ongoing improvement in professional practice in student achievement;
- Collaborates with teachers in PLCs to implement effective strategies for teaching and learning to challenge and prepare each student to maximize his/her academic growth and well-being for college, career, and life;
- Facilitates/Models/Supports assessment literacy in order to use student learning results to drive professional learning communities/focused collaboration, inform teaching and learning decisions, and use assessment data to implement change;
- Develops and provides timely and accurate two way communication per a communication plan to ensure stakeholders are well informed and given opportunities for feedback;
- Partners with internal and external stakeholders and industry leaders to advance student and organizational success (e.g. CCR awareness events, community nights, school improvement journey);
- Advocates for students and the profession on the basis of DoDEA's Vision, Mission and Core Values:
- student centered, excellence, continuous improvement, lifelong learning, diversity, individual potential, shared responsibility, and trust;
- Advocates for students to maximize their academic growth for well-being college, career, and life

Leaders, ESOL Complex Teacher Leader

DESCRIPTION OF TASKS TO BE PERFORMED:

- Liaises with the ESOL ISS to coordinate activities with team leaders to improve

- instruction and provide equitable teaching and learning in CCRS for all students.
- Models and assists grade-level teams in implementing tiered instruction for differentiation to meet the needs of the individual learner.
Participates fully in professional learning for ESOL Teacher Leaders to build capacity in high-leverage team actions for Focused Collaboration, including;
 - Regular collaboration with the ESOL ISS
 - DSO led courses
 - Peer observations/Instructional Rounds and other team coaching structures
 - DoDEA aligned professional research
 - Job-embedded professional learning
- Facilitates District ESOL professional learning, including but not limited to;
 - Focused Collaboration (District Networking)
 - Maintains a log of attendance and setting agendas.
 - Documents minutes and following up on team actions.
 - Train-the-Trainer PD events and follow-up in-person training of colleagues
 - Communicates with district ESOL ISS to elicit instructional support for the grade level colleagues.
- Serves as a mentor and role model in the creation of a learning environment that supports college. readiness and student achievement, sustained over time, aligned with content standards, and linked to school/district improvement goals.

Leader Network Learning Community Teacher Leader

DESCRIPTION OF TASKS TO BE PERFORMED:

- Provides leadership and support for the continued implementation of professional learning communities/focused collaboration at the school. Collaborates with the District Superintendent Office and Instructional Systems Specialist (ISSs) for Assessment and Accountability
- Assesses and uses research to drive continuous school improvement for the purpose of increasing its overall effectiveness and making positive, measurable impact on all stakeholders, primarily students by focusing on and implementing three essential elements: learn and share, examine and plan, and act and evaluate
- Collaborates with ILT and district ISS to align professional learning in support of district and school improvement plans (NLC)
- Participates in the school's Instructional Leadership Team (ILT) as the School Improvement Teacher Leader
- Engages in focused collaboration with ILT to align professional learning and ongoing improvement in professional practice in student achievement
- Facilitates/Models/Supports assessment literacy in order to use student learning results to drive professional learning communities/ focused collaboration, inform teaching and learning decisions, and use assessment data to implement change
- Collaborate with District ISSs to submit AdvancED documentation and reports through the eProve portal
- Develops and provides timely and accurate two way communication per a communication plan to ensure stakeholders are well informed and given opportunities for feedback
- Partners with internal and external stakeholders and industry leaders to advance student and organizational success (e.g. CCR awareness events, community nights, school improvement journey)
- Advocates for students and the profession on the basis of DoDEA's Vision, Mission and Core Values: student centered, excellence, continuous improvement,

lifelong learning, diversity, individual potential, shared responsibility, and trust

- Advocates for students to maximize their academic growth for well-being college, career, and life.

Data Coach and Coordinator

DESCRIPTION OF TASKS TO BE PERFORMED:

- Maintain the student data file to ensure it is up to date with the latest students and most recent data
- Assist teachers in accessing the data for their students
- Analyze school PSAT data to determine student learning focus skills in math and literacy
- Provide professional development for faculty on school data and how it can be used to improve instruction
- Liaison with the Professional Learning Team on how to best use data to improve our instruction and develop lessons
- Work closely with counselors and teachers on how to use resources available our school from PARCC, PSAT, SAT, and SRI
- Submit a quarterly report to school administration on the status of our school data resources and how they are being used to guide instruction
- Work closely with district ISS Data Coach to facilitate our use of data
- Files an After-Action Report upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Logistics Coordinator 6-12

DESCRIPTION OF TASKS TO BE PERFORMED:

- Work with all teachers in grades 6 through 12 on supply or logistic needs
- Liaison with school supply to ensure that all supplies and textbook needs are met
- Meet with school administrators, school administrative officer, and supply to discuss any logistical or supply needs of the faculty and staff
- Support professional learning teams with any logistical needs of their departments
- Files an After-Action Report upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Coach, Armed/Unarmed Drill Head

DESCRIPTION OF TASKS TO BE PERFORMED:

- Provide instruction to students on the procedures and skills needed for JROTC Armed/Unarmed drill units
- Organizes regular practice times
- Keep parents/students informed of practice times and events.
- Prepare cadets to for skills needed, safety measures required, and expectations of cadets in the armed/unarmed drill units
- Provide supervision as needed/required at events, practice, and competition
- Keep staff informed of events where students will travel and therefore will miss school
- Maintain copies of student forms required for participation in the Armed drill unit which may include, but not limited to: Physicals, Code of Conduct, and Medical Power of Attorney as needed for travel to competition of cadets

- Do a grade check for all students traveling prior to travel to ensure they meet requirements of 2.0 GPA and no more than 1 F before traveling
- Submit information as needed for inclusion in the weekly email bulletin of the organization and highlights activities and/or achievements
- Highlight the relationship between the club's activities and the schools vision, mission and goals
- Files an After-Action Report upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Coach, Baseball, Head

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organize and oversee a varsity and junior varsity athletic program.
- Adhere to DoDDS and rules and regulations governing athletics (DSG Manual 2740.3, Nov 91) maintaining required records and promoting safety in this activity.
- Provide players, A.D. and administration all information concerning participation, consequences for team violations and end of season lettering in writing at the start of the activity. A.D. and keep administration informed with current rosters, a biweekly hours report and relevant information concerning the activity.
- Control all athletic equipment concerning this activity. Records of equipment issue and return need to be kept and a current inventory of equipment, areas of storage, and future needs will be provided to the A.D. at the end of each season
- Work with the A.D., administration, DoDDS, and the community concerning schedules, changes in schedules, fields, preparation and maintenance of facilities. Coaching staff conduct and behavior will, at all times, promote positive PR for the school and indicate good role modeling for the student athletes.
- Responsible for field lining before scheduled games
- At the completion of the season:
 - Submit a complete inventory of uniforms and equipment, notating not returned uniforms and/or equipment.
 - Submit a list of players who have reimbursed the school for lost items and the amount of reimbursement.
 - Ensure all equipment is be properly cleaned and stored in the assigned storage areas.
 - Ensure broken or non-serviceable equipment must be sent to DRMO or trashed
 - Submit an End of Season report to the AD. This report should include a report of the season, issues and suggestions for improvement.
- When completed, the AD will submit the name of the coach to the Assistant Principal as approved for payment. An authorization for payment will not be submitted to payroll until the AP receives this the AD's approval.

Coach, Basketball Mens' Head

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organize and oversee a varsity and junior varsity athletic program if applicable
- Adhere to DoDDS and A.H.S. rules and regulations governing athletics (DSG Manual 2740.3, Nov 91) maintaining required records and promoting safety in this activity
- Provide players, A.D. and administration all information concerning participation, consequences for team violations and end of season lettering in writing at the start of the activity
- Inform A.D. and administration with current rosters and relevant information concerning the activity.
- Control all athletic equipment concerning this activity

- Keep records of equipment issue and return
- Keep a current inventory of equipment, areas of storage, and future needs and provide to the A.D. at the end of each season.
- Work with the A.D., administration, DoDDS, and the community concerning schedules, changes in schedules, fields, preparation and maintenance of facilities.
- At all times, promote positive PR for the school and indicate good role modeling for the student athletes.
- Remain sensitive to the fiscal limitations of students as eating and/or lodging arrangements are contracted.
- At the end of the season the coach must complete the following:
 - A complete inventory of uniforms and equipment, noting not returned uniforms and/or equipment.
 - A list of players who have reimbursed the school for lost items and the amount of reimbursement.
 - All equipment must be properly cleaned and stored in the assigned storage areas.
 - Broken or non-serviceable equipment must be sent to DRMO or trashed
 - An End of Season report must be submitted to the AD.
 - This report should include a report of the season, issues and suggestions for improvement. When completed, the AD will submit the name of the coach to the Assistant Principal as approved for payment. An authorization for payment will not be submitted to payroll until the AP receives this the AD's approval.

Coach, Basketball Womens' Head

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organize and oversee a varsity and junior varsity athletic program.
- Adhere to DoDDS rules and regulations governing athletics (DSG Manual 2740.3, Nov 91) maintaining required records and promoting safety in this activity.
- Provide players, A.D. and administration all information concerning participation, consequences for team violations and end of season lettering in writing at the start of the activity.
- Inform A.D. and administration of current rosters, a biweekly hours report and relevant information concerning the activity.
- Control all athletic equipment concerning this activity.
- Keep records of equipment issue and return need to be kept and a current inventory of equipment. Areas of storage, and future needs will be provided to the A.D. at the end of each season.
- Work with the A.D., administration, DoDDS, and the community concerning schedules, changes in schedules, fields, preparation and maintenance of facilities.
- At all times, promote positive PR for the school and indicate good role modeling for the student athletes.
- At the completion of the season the coach must complete the following:
 - A complete inventory of uniforms and equipment, noting not returned uniforms and/or equipment.
 - A list of players who have reimbursed the school for lost items and the amount of reimbursement.
 - All equipment must be properly cleaned and stored in the assigned storage areas.
 - Broken or non-serviceable equipment must be sent to DRMO or trashed
 - An End of Season report must be submitted to the AD.
 - This report should include a report of the season, issues and suggestions for improvement. When completed, the AD will submit the name of the coach to the Assistant Principal as approved for payment. An authorization for payment will not be submitted to payroll until the AP receives this the AD's approval.

Coach, Cheerleader Head (Fall)

DESCRIPTION OF TASKS TO BE PERFORMED

- Organize and oversee a varsity and junior varsity athletic program.
- Adhere to DoDDS and rules and regulations governing athletics (DSG Manual 2740.3, Nov 91) maintaining required records and promoting safety in this activity.
- Provide players, A.D. and administration all information concerning participation, consequences for team violations and end of season lettering in writing at the start of the activity.
- Keep A.D. and administration informed with current rosters, a biweekly hours report and relevant information concerning the activity
- Control all athletic equipment concerning this activity.
- Keep records of equipment issue and return need to be kept and a current inventory of equipment, areas of storage, and future needs will be provided to the A.D. at the end of each season.
- Work with the A.D., administration, DoDDS, and the community concerning schedules, changes in schedules, fields, preparation and maintenance of facilities
- At all times, promote positive PR for the school and indicate good role modeling for the student athletes.
- Share results of competition with the school's PAO contact in a timely manner in order to promote recognition of students' achievements and foster positive relationships within the community
- Remain sensitive to the fiscal limitations of students as eating and/or lodging arrangements are contracted.
- The sponsor takes responsibility to ensure the cheerleaders perform at all HS games as a basis for successful completion of the extra duty.
- At the completion of the season the coach must complete the following:
 - A complete inventory of uniforms and equipment, noting not returned uniforms and/or equipment
 - A list of players who have reimbursed the school for lost items and the amount of reimbursement
 - All equipment must be properly cleaned and stored in the assigned storage areas
 - Broken or non-serviceable equipment must be sent to DRMO or trashed
- An End of Season report must be submitted to the AD. This report should include a report of the season, issues and suggestions for improvement
- When completed, the AD will submit the name of the coach to the Assistant Principal as approved for payment. An authorization for payment will not be submitted to payroll until the AP receives this the AD's approval.

Coach, Cheerleaders Winter

DESCRIPTION OF TASKS TO BE PERFORMED

- Organize and oversee a varsity and junior varsity athletic program.
- Adhere to DoDDS and AHS rules and regulations governing athletics (DSG Manual 2740.3, Nov 91) maintaining required records and promoting safety in this activity.
- Provide players, A.D. and administration all information concerning participation, consequences for team violations and end of season lettering in writing at the start of the activity.
- Keep A.D. and administration informed with current rosters, a biweekly hours report and relevant information concerning the activity.
- Control all athletic equipment concerning this activity. Records of equipment issue and return need to be kept and a current inventory of equipment, areas of storage, and future needs will be provided to the A.D. at the end of each season.

- Work with the A.D., administration, DoDDS, and the community concerning schedules, changes in schedules, fields, preparation and maintenance of facilities. Coaching staff conduct and behavior will, at all times, promote positive PR for the school and indicate good role modeling for the student athletes.
- Be responsible for sharing results of competition with the school's PAO contact in a timely manner in order to promote recognition of student's achievements and foster positive relationships within the community.
- Remain sensitive to the fiscal limitations of students as eating and/or lodging arrangements are contracted. (The sponsor takes responsibility to ensure the cheerleaders perform at all HS games and that cheerleading competitions are participated in as well, as a basis for successful completion of the extra duty.)
- At the completion of the season the coach must complete the following:
 - A complete inventory of uniforms and equipment, noting not returned uniforms and/or equipment.
 - A list of players who have reimbursed the school for lost items and the amount of reimbursement.
 - All equipment must be properly cleaned and stored in the assigned storage areas.
 - Broken or non-serviceable equipment must be sent to DRMO or trashed
 - An End of Season report must be submitted to the AD.
 - This report should include a report of the season, issues and suggestions for improvement.
- When completed, the AD will submit the name of the coach to the Assistant Principal as approved for payment. An authorization for payment will not be submitted to payroll until the AP receives this the AD's approval.

Coach, Cross Country Head

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organize and oversee a varsity and junior varsity athletic program.
- Adhere to DoDDS and Aviano rules and regulations governing athletics (DSG Manual 2740.3, Nov 91) maintaining required records and promoting safety in this activity.
- Provide players, A.D. and administration all information concerning participation, consequences for team violations and end of season lettering in writing at the start of the activity.
- Keep A.D. and administration informed with current roster relevant information concerning the activity.
- Control all athletic equipment concerning this activity. Records of equipment issue and return need to be kept and a current inventory of equipment, areas of storage, and future needs will be provided to the A.D. at the end of each season.
- Work with the A.D., administration, DoDDS, and the community concerning schedules, changes in schedules, fields, preparation and maintenance of facilities.
- Share results of competition with the school's PAO contact in a timely manner in order to promote recognition of student's achievements and foster positive relationships within the community.
- At all times, promote positive PR for the school and indicate good role modeling for the student athletes. Connected to this concern is the need to be sensitive to the fiscal limitations of students as eating and/or lodging arrangements are contracted.
- At the completion of the season the coach must complete the following:
 - A complete inventory of uniforms and equipment, noting not returned uniforms and/or equipment.
 - A list of players who have reimbursed the school for lost items and the amount of reimbursement.
 - All equipment must be properly cleaned and stored in the assigned storage areas.

- Broken or non-serviceable equipment must be sent to DRMO or trashed
- An End of Season report must be submitted to the AD.
- This report should include a report of the season, issues and suggestions for improvement. When completed, the AD will submit the name of the coach to the Assistant Principal as approved for payment. An authorization for payment will not be submitted to payroll until the AP receives this the AD's approval.

Coach, Fancy Drill Team Head

DESCRIPTION OF TASKS TO BE PERFORMED:

- Supervise, organizes and instructs individuals in the necessary commands for movement and rendering of Honors.
- Teach various types of military formations and placement of colors during different types of ceremonies.
- Discuss all activities with team members before season begins, and provides written information to student and sponsors, requirements for receiving letters and consequences for team violations, including missing practices and meets.
- Promote positive PR for the school and indicate good role modeling for the student athletes.
- Furnish administration time sheets with hours worked upon completion of this contract.
- File an After-Action Report upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Coach, Football Assistant

DESCRIPTION OF TASKS TO BE PERFORMED:

- Attend a virtual coaches meeting prior to the start of the season
- Maintain "line of sight" supervision at all times; from the time the team departs the school until their return (Students will not be permitted to wander around public areas without supervision.)
- As an employee of DoDDS-E (TP, or substitute teacher), serve as the official spokesperson for the team
- Administer and oversee all team activities home and away
- Provide scores and game statistics to the media if they are the host/home coach
- File all ejection reports that may occur during their home contest with the Area office, their administration and athletic director
- Notify administration and the school nurse when additional medical attention was required at practice or a game. The nurse will be responsible for filing the Accident Incident Report (AIRS). The coach will be responsible for filing a Serious Incident Report (SIR) The coach will immediately notify administration of serious incidents that occur with their athletes at any time during the season.
- Make the Travel form available for each athlete any time team members are present
- Maintain a daily attendance roster.
- Ensure the safety and well-being of athletes to include:
 - Conducting physical fitness pre-assessments for athletes
 - Conducting practices and games in a safe physical environment
 - Use of current knowledge of proper pedagogy and methods of instruction
 - Use of safe and appropriate equipment
 - Matching of athletes in practices by size, experience and ability
- Provide education and prevention of harassment, discrimination, bullying, and hazing by coaching staff and athletes to include a required showing of the "Hazing Video" at all pre-

- season meetings
- Provide emergency care as required
- Develop a site emergency plan and file with administration and athletic director
- Develop a player packet for distribution at the pre-season meeting outlining team policies, goals, expectations, responsibilities, lettering policies, practice and game schedules and any other pertinent information to include emergency contact information.
- Remain subject to disciplinary action when ending a game prior to the end of regulation time.
- Be responsible to teach and model good citizenship and sportsmanship, following all rules as stated in the respective sport rule book and the DoDDS-E newsletters/by-laws
- Provide adequate supervision of athletes: maintaining "line of sight" supervision at all times; from the time the team departs the school until their return. From the beginning of practice to the end and/or until they are picked up by a sponsor and the activity bus has departed. (Students will not be permitted to wander around public areas without supervision.) Being present when team members are present to include all meetings, practices, scrimmages and athletic competitions.
- Be certified according to the DoDDS-E requirements:
 - NFHS Required Courses: Fundamentals of Coaching, Sports First Aid, Concussion, Safe and Respectful Environment. Cheer coaches must also have the AACCA safety certification.
 - Required to hold a current CPR/AED certificate.
 - Required to attend a virtual coaches meeting prior to the start of the season Responsible for adhering to all DoDDS-E and/or school policies with regard to social media and communication with team members and their sponsors.
- Help to organize and oversee a varsity and junior varsity athletic program.
- Adhere to DoDDS and Aviano Middle/High School rules and regulations governing athletics (DSG Manual 2740.3, Nov 91) maintaining required records and promoting safety in this activity. He/she will provide players, the Athletic Director and administration all information concerning participation, consequences for team violations and end of season lettering in writing at the start of the activity.
- Keep the A.D. and administration informed with current rosters, a biweekly hours report and relevant information concerning the activity.
- Control all athletic equipment concerning this activity. Records of equipment issue and return need to be kept and a current inventory of equipment, areas of storage, and future needs will be provided to the A.D. at the end of each season.
- Work with the A.D., administration, DoDDS, and the community concerning schedules, changes in schedules, fields, preparation and maintenance of facilities. Coaching staff conduct and behavior will, at all times, promote positive PR for the school and indicate good role modeling for the student athletes.
- Furnish administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year.

Coach, Football Head

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organize and oversee a varsity and junior varsity athletic program.
- Adhere to DoDDS and Aviano HS rules and regulations governing athletics (DSG Manual 2740.3, Nov 91) maintaining required records and promoting safety in this activity. He/she will provide players, A.D. and administration all information concerning participation, consequences for team violations and end of season lettering in writing at the start of the activity.
- Keep A.D. and administration informed with current rosters and relevant information

concerning the activity. Coaches will be responsible for sharing results of competition with the school's PAO contact in a timely manner in order to promote recognition of student's achievements and foster positive relationships within the community.

- Head Coaches will control all athletic equipment concerning this activity.
- Records of equipment issue and return need to be kept and a current inventory of equipment, areas of storage, and future needs will be provided to the A.D. at the end of each season.
- Work with the A.D., administration, DoDDS, and the community concerning schedules, changes in schedules, fields, preparation and maintenance of facilities.
- At all times, promote positive PR for the school and indicate good role modeling for the student athletes. Connected to this concern is the need to be sensitive to the fiscal limitations of students as eating and/or lodging arrangements are contracted.
- At the completion of the season the coach must complete the following:
 - A complete inventory of uniforms and equipment, notating not returned uniforms and/or equipment.
 - A list of players who have reimbursed the school for lost items and the amount of reimbursement.
 - All equipment must be properly cleaned and stored in the assigned storage areas.
 - Broken or non-serviceable equipment must be sent to DRMO or trashed
 - An End of Season report must be submitted to the AD.
 - This report should include a report of the season, issues and suggestions for improvement.

When completed, the AD will submit the name of the coach to the Assistant Principal as approved for payment. An authorization for payment will not be submitted to payroll until the AP receives this the AD's approval.

Coach, Men's Soccer Head

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organize and oversee a varsity and junior varsity athletic program.
- Adhere to DoDDS and rules and regulations governing athletics (DSG Manual 2740.3, Nov 91) maintaining required records and promoting safety in this activity.
- Provide players, A.D. and administration all information concerning participation, consequences for team violations and end of season lettering in writing at the start of the activity.
- Inform A.D. and administration with current rosters, a biweekly hours report and relevant information concerning the activity.
- Control all athletic equipment concerning this activity. Records of equipment issue and return need to be kept and a current inventory of equipment, areas of storage, and future needs will be provided to the A.D. at the end of each season.
- Work with the A.D., administration, DoDDS, and the community concerning schedules, changes in schedules, fields, preparation and maintenance of facilities.
- At all times, promote positive PR for the school and indicate good role modeling for the student athletes.
- At the completion of the season the coach must complete the following:
 - A complete inventory of uniforms and equipment, notating not returned uniforms and/or equipment.
 - A list of players who have reimbursed the school for lost items and the amount of reimbursement.
 - All equipment must be properly cleaned and stored in the assigned storage areas.
 - Broken or non-serviceable equipment must be sent to DRMO or trashed
- An End of Season report must be submitted to the AD. This report should include a report of the season, issues and suggestions for improvement. When completed, the AD will

submit the name of the coach to the Assistant Principal as approved for payment. An authorization for payment will not be submitted to payroll until the AP receives this the AD's approval.

Coach, Womens' Soccer Head

DESCRIPTION OF TASKS TO BE PERFORMED:

Head coaches will organize and oversee a varsity and junior varsity athletic program. He/she will adhere to DoDDS and

A.H.S. rules and regulations governing athletics (DSG Manual 2740.3, Nov 91) maintaining required records and promoting safety in this activity. He/she will provide players, A.D. and administration all information concerning participation, consequences for team violations and end of season lettering in writing at the start of the activity. A.D. and administration will be kept informed with current rosters, a biweekly hours report and relevant information concerning the activity. Head Coaches will control all athletic equipment concerning this activity. Records of equipment issue and return need to be kept and a current inventory of equipment, areas of storage, and future needs will be provided to the A.D. at the end of each season. Coaches will work with the A.D., administration, DoDDS, and the community concerning schedules, changes in schedules, fields, preparation and maintenance of facilities. Coaching staff conduct and behavior will, at all times, promote positive PR for the school and indicate good role modeling for the student athletes.

At the completion of the season the coach must complete the following:

- A complete inventory of uniforms and equipment, notating not returned uniforms and/or equipment.
- A list of players who have reimbursed the school for lost items and the amount of reimbursement.
- All equipment must be properly cleaned and stored in the assigned storage areas.
- Broken or non-serviceable equipment must be sent to DRMO or trashed
- An End of Season report must be submitted to the AD.
 - o This report should include a report of the season, issues and suggestions for improvement.

When completed, the AD will submit the name of the coach to the Assistant Principal as approved for payment. An authorization for payment will not be submitted to payroll until the AP receives this the AD's approval.

Coach, Softball Head

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organize and oversee a varsity and junior varsity athletic program.
- Adhere to DoDDS and rules and regulations governing athletics (DSG Manual 2740.3, Nov 91) maintaining required records and promoting safety in this activity.
- Provide players, A.D. and administration all information concerning participation, consequences for team violations and end of season lettering in writing at the start of the activity.
- Keep A.D. and administration informed with current rosters, a biweekly hours report and relevant information concerning the activity.
- Control all athletic equipment concerning this activity. Records of equipment issue and return need to be kept and a current inventory of equipment, areas of storage, and future needs will be provided to the A.D. at the end of each season.
- Work with the A.D., administration, DoDDS, and the community concerning schedules, changes in schedules, fields, preparation and maintenance of facilities.
- Responsible for field lining before scheduled games
- At all times, promote positive PR for the school and indicate good role modeling for the student athletes.
- At the completion of the season the coach must complete the following:

- A complete inventory of uniforms and equipment, noting not returned uniforms and/or equipment.
- A list of players who have reimbursed the school for lost items and the amount of reimbursement.
- All equipment must be properly cleaned and stored in the assigned storage areas.
- Broken or non-serviceable equipment must be sent to DRMO or trashed
- An End of Season report must be submitted to the AD.
 - This report should include a report of the season, issues and suggestions for improvement.

When completed, the AD will submit the name of the coach to the Assistant Principal as approved for payment. An authorization for payment will not be submitted to payroll until the AP receives this the AD's approval.

Coach, Track & Field Assistant

DESCRIPTION OF TASKS TO BE PERFORMED:

- Help to organize and oversee a varsity and junior varsity athletic program.
- Adhere to DoDDS and Aviano Middle/High School rules and regulations governing athletics (DSG Manual 2740.3, Nov 91) maintaining required records and promoting safety in this activity.
- Provide players, the Athletic Director and administration all information concerning participation, consequences for team violations and end of season lettering in writing at the start of the activity.
- Keep the A.D. and administration informed with current rosters, a biweekly hours report and relevant information concerning the activity.
- Control all athletic equipment concerning this activity. Records of equipment issue and return need to be kept and a current inventory of equipment, areas of storage, and future needs will be provided to the A.D. at the end of each season.
- Work with the A.D., administration, DoDDS, and the community concerning schedules, changes in schedules, fields, preparation and maintenance of facilities.
- At all times, promote positive PR for the school and indicate good role modeling for the student athletes.
- Furnish administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year.

Coach, Track and Field Head

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organize and oversee a varsity and junior varsity athletic program.
- Adhere to DoDDS and rules and regulations governing athletics (DSG Manual 2740.3, Nov 91) maintaining required records and promoting safety in this activity.
- Provide players, A.D. and administration all information concerning participation, consequences for team violations and end of season lettering in writing at the start of the activity.
- Keep the A.D. and administration informed with current rosters, a biweekly hours report and relevant information concerning the activity. Head Coaches will control all athletic equipment concerning this activity.
- Keep records of equipment issue and return and a current inventory of equipment, areas of storage, and future needs will be provided to the A.D. at the end of each season.
- Work with the A.D., administration, DoDDS, and the community concerning schedules, changes in schedules, fields, preparation and maintenance of facilities.
- At all times, promote positive PR for the school and indicate good role modeling for the student athletes.

- At the completion of the season the coach must complete the following:
 - A complete inventory of uniforms and equipment, notating not returned uniforms and/or equipment.
 - A list of players who have reimbursed the school for lost items and the amount of reimbursement.
 - All equipment must be properly cleaned and stored in the assigned storage areas.
 - Broken or non-serviceable equipment must be sent to DRMO or trashed
 - An End of Season report must be submitted to the AD.
 - This report should include a report of the season, issues and suggestions for improvement.

When completed, the AD will submit the name of the coach to the Assistant Principal as approved for payment. An authorization for payment will not be submitted to payroll until the AP receives this the AD's approval.

Coach, Volleyball Men's Head

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organize and oversee a varsity and junior varsity athletic program.
- Adhere to DoDDS and Aviano Middle/High School rules and regulations governing athletics (DSG Manual 2740.3, Nov. 91) maintaining required records and promoting safety in this activity.
- Provide players, A.D. and administration all information concerning participation, consequences for team violations and end of season lettering in writing at the start of the activity.
- Keep the A.D. and administration informed with current rosters, a biweekly hours report and relevant information concerning the activity. Head coaches will control all athletic equipment concerning this activity.
- Keep records of equipment issue and return and a current inventory of equipment, areas of storage, and future needs will be provided to the A.D. at the end of each season.
- Coaches will work with the A.D., administration, DoDDS, and the community concerning schedules, changes in schedules, fields, preparation and maintenance of facilities.
- At all times, promote positive PR for the school and indicate good role modeling for the student athletes.
- Supply proof of completion of coaches' certification course before receiving payment for this position.
- Share results of competition with the school's PAO contact in a timely manner in order to promote recognition of student's achievements and foster positive relationships within the community.
- Remain sensitive to the fiscal limitations of students as eating and/or lodging arrangements are contracted.
- At the completion of the season the coach must complete the following:
 - A complete inventory of uniforms and equipment, notating not returned uniforms and/or equipment.
 - A list of players who have reimbursed the school for lost items and the amount of reimbursement.
 - All equipment must be properly cleaned and stored in the assigned storage areas.
 - Broken or non-serviceable equipment must be sent to DRMO or trashed
 - An End of Season report must be submitted to the AD.
 - This report should include a report of the season, issues and suggestions for improvement.

When completed, the AD will submit the name of the coach to the Assistant Principal as approved for payment. An authorization for payment will not be submitted to payroll until the AP receives this the AD's approval.

Coach, Volleyball Women's Head

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organize and oversee a varsity and junior varsity athletic program (if applicable).
- Adhere to DoDDS and Aviano rules and regulations governing athletics (DSG Manual 2740.3, Nov 91) maintaining required records and promoting safety in this activity.
- Provide players, A.D. and administration all information concerning participation, consequences for team violations and end of season lettering in writing at the start of the activity.
- Keep the Athletic Director and administration informed with current rosters, a biweekly hours report and relevant information concerning the activity.
- Control all athletic equipment concerning this activity.
- Keep records of equipment issue and return and a current inventory of equipment, areas of storage, and future needs will be provided to the A.D. at the end of each season.
- Work with the A.D., administration, DoDDS, and the community concerning schedules, changes in schedules, fields, preparation and maintenance of facilities.
- At all times, promote positive PR for the school and indicate good role modeling for the student athletes.
- Supply proof of completion of coaches' certification course before receiving payment for this position.
- Share results of competition with the school's PAO contact in a timely manner in order to promote recognition of student's achievements and foster positive relationships within the community.
- Remain sensitive to the fiscal limitations of students as eating and/or lodging arrangements are contracted.
- At the completion of the season the coach must complete the following:
 - A complete inventory of uniforms and equipment, notating not returned uniforms and/or equipment.
 - A list of players who have reimbursed the school for lost items and the amount of reimbursement.
 - All equipment must be properly cleaned and stored in the assigned storage areas.
 - Broken or non-serviceable equipment must be sent to DRMO or trashed
 - An End of Season report must be submitted to the AD.
 - This report should include a report of the season, issues and suggestions for improvement.

When completed, the AD will submit the name of the coach to the Assistant Principal as approved for payment. An authorization for payment will not be submitted to payroll until the AP receives this the AD's approval.

Coach, Wrestling Assistant

DESCRIPTION OF TASKS TO BE PERFORMED:

- Help to organize and oversee a varsity and junior varsity athletic program.
- Adhere to DoDDS and Aviano Middle/High School rules and regulations governing athletics (DSG Manual 2740.3, Nov 91) maintaining required records and promoting safety in this activity.
- Provide players, the Athletic Director and administration all information concerning participation, consequences for team violations and end of season lettering in writing at the start of the activity.
- Keep the A.D. and administration informed with current rosters, a biweekly hours report and relevant information concerning the activity.

- Control all athletic equipment concerning this activity.
- Keep records of equipment issue and a current inventory of equipment, areas of storage, and future needs will be provided to the A.D. at the end of each season.
- Work with the A.D., administration, DoDDS, and the community concerning schedules, changes in schedules, fields, preparation and maintenance of facilities.
- At all times, promote positive PR for the school and indicate good role modeling for the student athletes.
- Furnish administration time sheets with hours worked upon completion of this contract.
- An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year.

Coach, Wrestling Head

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organize and oversee a varsity and junior varsity athletic program.
- Adhere to DoDDS and AHT rules and regulations governing athletics (DSG Manual 2740.3, Nov 91) maintaining required records and promoting safety in this activity.
- Provide players, A.D. and administration all information concerning participation, consequences for team violations and end of season lettering in writing at the start of the activity.
- Keep the A.D. and administration will be kept informed with current rosters, a biweekly hours report and relevant information concerning the activity.
- Control all athletic equipment concerning this activity. Records of equipment issue and return need to be kept and a current inventory of equipment, areas of storage, and future needs will be provided to the A.D. at the end of each season.
- Work with the A.D., administration, DoDDS, and the community concerning schedules, changes in schedules, fields, preparation and maintenance of facilities.
- At all times, promote positive PR for the school and indicate good role modeling for the student athletes.
- At the completion of the season the coach must complete the following:
 - A complete inventory of uniforms and equipment, noting not returned uniforms and/or equipment.
 - A list of players who have reimbursed the school for lost items and the amount of reimbursement.
 - All equipment must be properly cleaned and stored in the assigned storage areas.
 - Broken or non-serviceable equipment must be sent to DRMO or trashed
 - An End of Season report must be submitted to the AD.
 - o This report should include a report of the season, issues and suggestions for improvement.

When completed, the AD will submit the name of the coach to the Assistant Principal as approved for payment. An authorization for payment will not be submitted to payroll until the AP receives this the AD's approval.

Coordinator, School Assessments

DESCRIPTION OF TASKS TO BE PERFORMED:

- Receive and disseminates information from District/Area coordinators in a timely manner.
- Inform staff in a timely manner of testing information and timelines.
- Develop a testing schedule for the school that adheres to Area/District Instructions.
- Inventory test materials immediately upon arrival and notifies appropriate personnel if there is a discrepancy or if more materials are needed.
- Maintain testing materials in a secure location.

- Account for and arrange testing materials according to instructions from Area/District. This includes dividing the testing materials (booklets, answer sheets, pencils) according to the number of students per class and collects test materials when testing has been completed.
- Conduct make-up tests as necessary.
- Check answer sheets to determine if there are any problems.
- Note any special circumstances on testing coordinators' forms and informs administration.
- Assemble testing materials and returns them to appropriate personnel by the date due.
- Work closely with administration in coordinating testing situations.
- Furnish administration time sheets with hours worked upon completion of this contract.
- An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY.

Coordinator, AVID

DESCRIPTION OF TASKS TO BE PERFORMED:

- AVID coordinators serve as role models for AVID students. These educators provide an important bridge between the experience of the student and the expectations of the AVID coordinator and the student' subject area teachers. Coordinators are the students' advocates. Coordinators support AVID students and the AVID program in the following ways:
 - Lead study groups
 - Provide direct instruction
 - Document and consult on the students' progress with all stakeholders (students, educators, administration, parents)
 - Document interactions with students
 - Typing, duplicating, and record keeping duties of the AVID classroom
 - Participate in AVID tutorial training
 - Track progress of student work, note taking skill, and binders
 - Consult with the TAG coordinator and subject area teachers
 - Meet with the school PLT
 - Provide professional development to the school faculty and staff on AVID.
 - Furnish administration time sheets with hours worked upon completion of this contract.
 - An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Chair, CSC (Case Study Committee) Special Education

Three Positions: Tri 6-7, Tri 8-9, Tri 10-12

DESCRIPTION OF TASKS TO BE PERFORMED:

- Coordinate the functions of the CSC: prepares agendas, assists in pre-referral, chairs core meetings, schedule IEP meetings, maintains dates and deadlines of CSC functions, provides information to principal/DSO, reviews incoming records, work with all members to ensure due process, and maintain records. Maintains frequent communication with administration and guidance regarding all aspects of the CSC. Furnishes administration monthly time sheets with hours worked toward completion of this contract.

- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity.
- Furnishes administration time sheets with hours worked upon completion of this contract. An After- Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY 15-16.

Director, Athletics

DESCRIPTION OF TASKS TO BE PERFORMED:

- Coordinates varsity and intramural athletic programs and events between schools: Ensures opposing coaches are in communication with each other. Ensures Aviano coaches have directions and up to date contact information. Ensure Force Protection documentation is sent and received and forward to appropriate local DSSO personnel via RAP or other accepted means. Ensures Ads at other schools have required information to visiting coaches. Creates new maps using Map Quest or other means to ensure accessibility to Aviano. Makes necessary arrangements for local tournaments.
- Coordinates coaching staff and school supply personnel: Obtains lists of needs for current and approaching seasons. Prepares UFRs when funds are currently available. Coordinates with admin and supply to order new and replacement items. Arranges for the issuance and receipt of athletic equipment to coaches and maintains a complete and up-to- date inventory of all equipment, uniforms, etc.
- Coordinates medical coverage and ambulances for home games. Coordinates with clinic to ensure medical team is available. Coordinates with the school nurse to set up special dates for mass physical examinations.
- Controls inventory of uniforms and equipment. Prepares order forms to replace lost or stolen items. Ensures uniforms and equipment is returned in clean and good working order. Coordinates with coaches for return or replacement of missing items.
- Arranges for housing for visiting teams: Ensures availability of MPR. Coordinates with all teams arriving to ensure space availability. Provides visiting teams with appropriate local information. Assists in housing for teams visiting for community sponsored tournaments. Connected to this concern is the need to be sensitive to the fiscal limitations of students as eating and/or lodging arrangements are contracted.
- Coordinates coverage for home games: Arranges admin support for crowd control. Coordinates dates, start times and locations of events with Booster Club for fund raising concessions/gates. Oversees the coverage of all games results and pre-game information in the Stars and Stripes, Herald Post and AFN
- Coordinates officials for home games: Coordinates with local supervisor of officials to ensure appropriate coverage. Prepares after game reports to address problems with officials. Collects information on the number of officials present.
- Coordinates transportation for away games: Prepares and instructs coaches in the use of the school transportation request. Submits that transportation requests have been completed and submitted. Coordinates with other schools for teams riding together to events. Is on call to come to school and correct problems with bus transportation. Ensures coaches have and use force protection travel phone rosters.

- Arranges for facilities for practices and games: Coordinates with local gyms and field for time of use. Obtains use of external playing fields when required. Checks facilities for damage and improper use by other community members.
- Coordinate with coaches to obtain needs: Arranges for each coach to have emergency equipment and equipment specific to sport and not locally available.
- Coordinates with all coaches and associated personnel to ensure that all DoDDS rules and regulations concerning athletic and scholastic requirements are followed: Creates and compiles athletic handbook. Arranges coaches meetings whenever required to distribute and update information to include collecting from coaches' team rosters, force protection rosters, verification that all players are in compliance with DoDDS rules and end of season checklists. Distributes to coaches all team schedules, coaches' handbooks, sports rulebooks, sports newsletters, required forms and documentation. Respond to all input from coaches. Tracks academic eligibility
- Coordinates with school nurse for sports physicals at local clinic: Continuously availability of sports physicals throughout the school year to maintain physical eligibility.
- Coordinates with coaches for presentation of awards: Collects team rosters from coach for creation and presentation of awards. Reviews lists to ensure compliance with awards rules. Coordinates presentation of team and individual awards. Collects and maintains historical records of awards.
- Coordinates with Aviano Booster Club for awards assemblies and ceremonies: Attends Boosters Club meetings (2-3 hours monthly). Coordinates and assists in planning of awards ceremonies. Acts as MOC for ceremonies. Arranges setup and cleanup of events as required.
- Coordinates with Assistant Principal to setup review boards when necessary: Reviews actions of athletes and coaches and formulates appropriate action(s).
- Coordinates, through the principal, with Boosters Club and attends Boosters' Club meetings.
- TO DSO: Attends Athletic Directors Meetings. Sends seasonal updates on school contact rosters or as needed. Responds to questions as needed.
- Files an After-Action Report upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Director, Drama

DESCRIPTION OF TASKS TO BE PERFORMED:

- Provides a minimum of one major play production.
- Sets up rehearsals after school hours.
- Arranges for construction of sets and needed materials and all costumes.
- Arranges all publicity for production both in the school and within the community via posters, flyers, and notification to media well in advance of the event.
- Arranges for all parent, teacher & coach volunteers for support of the program.
- Furnishes administration time sheets with hours worked upon completion of this contract
- File an After-Action Report upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY 16-17.

- Files an After-Action Report upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Director, Music

DESCRIPTION OF TASKS TO BE PERFORMED:

- Provides extra rehearsals during non-school time in preparation for full and small group performances at concerts, assemblies, school and community programs, and related activities. These extra rehearsals and practice sessions include sectional work, private/solo instruction, and organizational tasks: i.e., arranging and copying music, printing of programs, planning and scheduling of performances, arranging transportation, etc. in addition, is responsible for performing concerts during non-school time. Responsible for financial matters for the band/chorus/music activities supported through fundraising, requests for disbursement for funds.
- Processes money according to the Student Activity Fund procedures and out of classroom within two working days of the fundraising activity. Supervises students who ride the activity bus, when after school band practice is required.
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

SAF, Custodian (Student Activity Fund)

DESCRIPTION OF TASKS TO BE PERFORMED:

- Receives monies from all club sponsors and advisors of various activities and verifies amounts. In turn, these monies will be submitted to the SAF Bookkeeper for verification and deposit at the appointed financial institution.
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

SAF, Bookkeeper (Student Activity Fund)

DESCRIPTION OF TASKS TO BE PERFORMED:

- Maintains SAF bookkeeping system, reconciles the general ledger accounts and the subsidiary ledgers, records and balances receipts, reconciles bank statements and prepares monthly trial balances and up-to-date accurate monthly financial statements. Chairs quarterly financial meetings.
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Sponsor, Art Club

DESCRIPTION OF TASKS TO BE PERFORMED:

After School Art Club and Show

- Students will use necessary tools and techniques to create finished works of art depending upon their choice of subject matter. Some students may be working in clay, while others are painting. The subject matter is varied. The “After School” environment is unlike the average in-school classroom time in that it gives the student the opportunity to experiment more freely w/ different types of Art mediums and styles. It is structured and standard based. Standards include : VA1a,c,VA3a, (but not limited to).
- After School Art students are also involved in preparation, set-up, design, hosting and break down of the annual AMHS Art show. The After School Art Club and Spring Art Show go hand-in-hand. Students, in addition to parent
- volunteers are exposed to various display techniques, care of art works, proper treatment and storage of artworks, and the creation of flyers and posters for advertisement purposes. Our goal is to represent each and every student that walks through the art room door. In the end the event showcases several hundreds of pieces of AMHS student artworks.
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year’s activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Sponsor, Class, Grade 6

Sponsor, Class, Grade 7

Sponsor, Class, Grade 8

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organizes, coordinates and supervises the activities of the class (e.g., schedules and attends class meetings; plans and presents other activities). Responsible for financial matters for the class, including fund raising and requests for disbursement of funds. Sponsors or co-sponsors at least one middle school dance during the school year, and coordinates with other sponsors and Student Council to avoid conflicts. Prepares and distributes class newsletter.
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year’s activities,
- Provides inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY.

Sponsor, Class, Grade 9

Sponsor, Class, Grade 10

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organizes, coordinates and supervises the activities of the class (e.g., schedules and attends class meetings; plans and presents other activities). Responsible for financial matters for the class, including fund raising and requests for disbursement of funds. Sponsors or co-sponsors at least one middle school dance during the school year, and coordinates with other sponsors and Student Council to avoid conflicts. Prepares and distributes class newsletter.
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Sponsor, Class Grade 11

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organizes and provides for election of officers at the beginning of the school year if not accomplished in the spring of previous year.
- Installs elected officers and supervise/train duties of such officers.
- Schedules and supervise regular meetings of the Junior class to plan events/activities
- Submits two articles to Parent Newsletter on information of the class and highlighting activities and/or achievements.
- Arranges and plans Jr./ Senior Prom to include location, decorations, pictures, and ensure transportation is arranged.
- Plans and provides for chaperones at events the Jr. class organizes.
- Maintains accurate records and follow regulations for Student Activity Funds (SAF) for fundraising that the class conducts.
- Maintains a roster of students attending and minutes from meetings. These should be turned in with after action report.
- Submits an "End of Activity" report, which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Sponsor, Class Grade 12

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organizes, coordinates and supervises the activities of the class.
- Organizes and facilitates commencement and Baccalaureate.
- Responsible for the financial matters for the class, including fund raising and disbursement of funds.
- Sponsors or co-sponsors at least one all school dance during the school year, and coordinates with other sponsors and Student Council to avoid conflicts. Keeps the administration fully informed.
- Submits an "End of Activity" report, which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY 14-15.
- Files an After-Action Report upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Sponsor, Cyber Café (Afterschool Homework): (Two positions)

DESCRIPTION OF TASKS TO BE PERFORMED:

- Maintains log-in/log-out for all students attending Cyber Café to note when students arrive

and depart Homework Club.

- Records ongoing Cyber Café attendance in spreadsheet. Email continuously updated spreadsheet to SST chairperson and administration.
- Checks that students assigned to mandatory Cyber Café are present. Email parents of mandatory attendees to notify them of attendance or non-attendance. CC administration.
- Keeps administration aware of students who are assigned, but did not attend session.
- Informs administration when unable to monitor Cyber Café.
- Maintains quiet and safe environment that is conducive to studying.
- Assists students when able.
- Follows up with classroom teachers and/or counselors as needed.
- Files an After-Action Report upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Sponsor, Environmental Club

DESCRIPTION OF TASKS TO BE PERFORMED:

- Manages club activities to foster care of the environment.
- Establishes a recycling program and environmental education for students at Aviano as the main focus.
- Connects club activities to STEM.
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout the school year

Sponsor, Color Guard

DESCRIPTION OF TASKS TO BE PERFORMED:

- Supervises, organizes and instructs individuals in the necessary commands for movement and rendering of Honors.
- Teaches various types of military formations and placement of colors during different types of ceremonies. Discusses with team members before season begins, and provides written information to student and sponsors, requirements for receiving letters and consequences for team violations, including missing practices and meets. Coaching staff conduct and behavior will, at all times, promote positive PR for the school and indicate good role modeling for the student athletes.
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Sponsor, Future Educators of America (Educator's Rising)

DESCRIPTION OF TASKS TO BE PERFORMED:

- Establishes the goals and objectives of the club in the initial stages.
- Reviews and utilizes the materials provided by Phi Delta Kappa.
- Establishes the club's eligibility requirements.
- Schedules, conducts, and supervises all events of the club.
- Provides guidance to students and other members as needed during meetings and other

- organized events.
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Sponsor, Garden/Outdoor Club

DESCRIPTION OF TASKS TO BE PERFORMED

- Teaches students the basic skills of gardening
- Teaches students valuable strategies concerning the outdoors and gardening
- Helps students find a passion for the both the outdoors and gardening
- Maintains a school garden in a designated area
- Teaches students the basics of hiking
- Teaches students to work toward solutions of given problems
- Learns that "what we discover" is more important than "what we win"
- Shares experiences with others
- Serves as a model of excellent sportsmanship, conduct, teamwork, dedication, and responsibility.
- Considers hosting a culminating event.
- Recruits eligible members
- Informs parents of meeting times, dates and other pertinent information
- Ensures parent/or transportation arrangements are made
- Ensures school administration is aware of club happenings, meeting times and dates
- Highlights the relationship between the club's activities and the schools vision, mission and goals.
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Sponsor, Future Business Leaders of America (FBLA)

DESCRIPTION OF TASKS TO BE PERFORMED:

- Serves as sponsor for the club. A
- Assists students in planning and scheduling the activities of the club.
- Determines eligibility for club membership.
- Responsible for record-keeping and money accountability.
- Presents awards to students.
- Attends all conferences and arranges fundraising and attendance of students at all conferences.
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Sponsor, Junior Science and Humanities Symposium (JSHS)

DESCRIPTION OF TASKS TO BE PERFORMED:

- Searches for students who are willing to take on the challenge of conducting in-depth scientific research.

- Challenges and engages students (Grades 9-12) in science, technology, engineering or mathematics (STEM). If the research is accepted, students will compete for scholarships and recognition by presenting the results of their original research efforts before a panel of judges and an audience of their peers at a Europe-wide symposium. (The top 3 finalists at the Europe Regional Symposium are awarded free transportation to participate in the National JSHS in the United States in May.)
- Accompanies students to the regional symposium in Germany and the National Symposium in Washington DC, where students will take part in hands-on workshops, panel discussions, career exploration and research lab visits.
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Sponsor, Junior Leadership Seminar

DESCRIPTION OF TASKS TO BE PERFORMED:

- Coordinates planning, recruiting, training, facilitation, accompaniment, reporting, and follow up for the Junior Leadership Seminar program.
- Facilitates the seminar scheduled for 7th and 8th graders in Oberwesel, Germany on October 16th-21st. Five students from Aviano Middle/High school that will be selected to attend the conference through a selection process for those students that are interested in attending.
- Prepares future leaders for tomorrow: the Junior Leadership Seminar (JLS) is a DoDEA-E sponsored, 6-day event for 7th and 8th grade students. The vision of JLS is to foster students' strengths and skills to prepare students to be leaders in an interdependent Global community. This activity identifies and develops leadership skills in students that allow them to return to their schools and implement a service project at the school
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY 16-17.

Sponsor, Media Club

DESCRIPTION OF TASKS TO BE PERFORMED:

- Coordinate and carry out at minimum quarterly activity nights in the Information Center for middle school students, hosted by high school students.
- Each activity night will entail 2-3 hours of fun activities.
- STEM will be emphasized along with college and career readiness.
- Activities will be well-publicized and photos/follow-up write-ups will be provided to the administration.
- Possible night events:
 - -Mystery Nights
 - -Middle School Read-a-Thons

- -Movie Nights in the IC
- -Story Telling Evenings
- -Scavenger Hunts
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Sponsor, NJHS & National Honor Society

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organizes, coordinates and supervises the activities of the NJHS and National Honor Society.
- Assists in planning meetings and initiation ceremonies.
- Responsible for financial matters of the club.
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity. Submit an "End of Activity" report, which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Sponsor, Photography/Video Club

DESCRIPTION OF TASKS TO BE PERFORMED:

- Works with students on the basics of photographic technique to develop their skills.
- Works with students on the technical aspects of digital photography to develop skills.
- Works with students on the technical aspects of film photography (if there is interest).
- Develops a cadre of students that will assist in taking still shots of various activities in the school. These could be used by the Yearbook, Newspaper, Public affairs, etc.
- Works with students on advanced topics/techniques as interest and skill levels increase.
- Has students submit photos to a variety of available publications as appropriate.
- Works with students on ethical issues in photography.
- Works with students on "developing" their photos in Photoshop.
- Takes students to Carnevale to practice their skills.
- Invites guest speakers from the community to speak and share their knowledge with the students.
- Promotes other activities/topics as interest develops.
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity. Submit an "End of Activity" report, which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Officer, Public Affairs (PAO)

DESCRIPTION OF TASKS TO BE PERFORMED

- Advertises events of Aviano Middle/High School in the weekly newsletter, on the school website, and on the appropriate Facebook site
- Follows district and area guidelines for media release
- Coordinates between District, School Administration and school individuals to keep all parties informed of school activities
- Notifies administrations when publication or notifications is being sent out

- Keeps students, parents, teachers and community informed of school activities.
- Provides parents, Boosters, PTSO, SAC and other school support organizations with the on-goings of Aviano M/H School
- Provides articles for the monthly district newsletter of events happening at Aviano MHS.
- Seeks out ways to facilitate interaction between the school and community.
- Turns in an after action report and turnover binder as appropriate when submitting final timesheet for payment.

Sponsor, Robotics/Technology Club, High School

DESCRIPTION OF TASKS TO BE PERFORMED:

- Offers a technology-based club that would promote STEM careers and interest with our students.
- Encourages students to join a national level organization that promotes STEM-related activities.
- Develops a team concept that encourages all members to contribute to club activities. (career-ready skills)
- Promotes gracious professionalism within the club. Interact with other people respectfully, doing excellent work, and promote teamwork and appreciation of others.
- Coordinates with school personnel, volunteers, and visiting teams on the robotics championship hosted at AMHS.
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Sponsor, Robotics/Technology Club, Middle School

DESCRIPTION OF TASKS TO BE PERFORMED:

- Offers a technology-based club that would promote STEM careers and interest with our students.
- Encourages students to join a national level organization that promotes STEM-related activities.
- Develops a team concept that encourages all members to contribute to club activities. (career-ready skills)
- Promotes gracious professionalism within the club. Interact with other people respectfully, doing excellent work, and promote teamwork and appreciation of others.
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Sponsor, Student-2-Student Program

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organize student run program whose goal is to help make a successful transition in and out of school.
- Recruits students to be “host” to welcome and show new students around the school.
- Oversees program and helps new students settle into the new school environment
- Meets students on a regular basis in order to plan ongoing programs for incoming students.
- Assists counselor, School Liaison officer in helping students who transition from our school.
- Checks with registrar on a regular basis to ensure all in-coming students are greeted and made to feel welcome in the new school environment.
- Turns in an after action report and turnover binder as appropriate when submitting final timesheet for payment.

Sponsor, Spirit Club

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organize and provide for election of officers at the beginning of the school year if not completed in the spring.
- Review the roles of elected officials and processes of Spirit Club membership.
 - This includes creating and maintaining bylaws for the club
- Install elected officers for the current school year.
- Serve as a liaison for school spirit initiatives with the community and booster club
- Promote a “service before self” mentality with students in the club
- Foster school spirit, not only for athletics but also for academics
- Organize/help with fundraising events
- Include all grade levels in active participation
- Create advertisements for various events
- Coordinates student spirit sections for home games
- Coordinates school spirit based events for home games
- Coordinate with other sponsors for school-wide activities, assemblies, fund-raising as not to duplicate and or conflict school activities.
- Coordinates with the schools cheer teams to avoid duplicating efforts.
- Coordinates with Student Government to ensure multiple opportunities for fostering school spirit are available to students.
 - Help students in coordination of Homecoming activities and Homecoming dance as needed.
 - Help students in coordination of seasonal sports’ pep rallies (fall, winter, spring) and related activities as needed.
- Supervise, or plan for supervision for all activities and events that the spirit club organizes and has approval for.
- Submits information as appropriate to the weekly bulletin with information needing to be distributed for the group
- Plan meetings for the school wide calendar in conjunction with administration.
- Supervises regular club meetings.
- Highlights the relationship between the club’s activities and the schools vision, mission and goals.
- Maintains a roster of participants at meetings and turns in an after action report and turnover binder/file as appropriate of events and activities done throughout the year when submitting final timesheet for payment.

Sponsor, Student Government, Grades 6-12

DESCRIPTION OF TASKS TO BE PERFORMED:

- Assists elected student leaders in operation of student government in accordance with AHS policy and DoDEA regulations.
- Works with student council officers to plan and organize school activities
- Participate in school and district student council activities
- Arranges and coordinates elections for the coming school year.
- Abides by the Guidelines for Supervising Student Activities published by DoDDS-Europe.
- Assists in the development of the SOP for the Student Store.
- Organizes, coordinates and helps prepare the space and all materials for the opening of the Student Store.
- Helps prepare an approved list of acceptable items to be sold by the organizations that will temporarily operate the store.
- Monitors the cleanliness and organization of the Student Store space.
- Purchases the initial inventory for the Student Store based on the approved list.
- Sets up the student store for operation by the first organization.
- Assists with arrangements for inventory controls and money handling operations that organizations must follow in relationship to the operation of the Student Store.
- Assists in the transition of inventory from one organization to the next for operation of the Student Store.
- Works collaboratively with other sponsors and students in the running and operation of the Student Store.
- Identifies and address present and future needs to assist in the successful operation of the Student Store.
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year's activities calendar, inventory of equipment, location of materials, problems encountered and suggestions for next year.
- Duty hours are to be paced so the activity continues throughout SY
- Files an After-Action Report upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Sponsor, Yearbook

DESCRIPTION OF TASKS TO BE PERFORMED:

- Organizes, coordinates and supervises the activities of the yearbook staff to efficiently, effectively and economically publish the school yearbook.
- Assists the staff in planning and designing the layout and arrangement of copy.
- Procures and processes requisition disbursement of funds in the production of the yearbook.
- Arranges and coordinates the taking of student/staff photos for use in the Yearbook.
- Furnishes administration time sheets with hours worked upon completion of this contract.
- Files an After-Action Report upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Coach, Math Counts

DESCRIPTION OF TASKS TO BE PERFORMED:

- Coach of the school Math Counts team.
- Recruits students to join the program.
- Develops practice work and teaches math strategies.
- Holds regular practice sessions with students in the Math Counts program.
- Attends all Math Counts competitions to include the state competition and possibly the National competition.
- Files an After-Action Report upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

SST Coordinator:

DESCRIPTION OF TASKS TO BE PERFORMED:

- Plans development of the SST process for the school year
- Reviews and sets action plan for all required documents associated with SST
- Coordinates with teachers, counselors, and administration implementation of the SST process at AMHS
- Develops the referral process for students in SST
- Develops and tracking system for students in SST that includes GPA, grades, test scores, and any other information seen as helpful to the SST process
- Organizes and facilitates bi-monthly SST meetings in the first 30 minutes after school
- Files an After-Action Report upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Coordinator, DCAS

DESCRIPTION OF TASKS TO BE PERFORMED:

- Schedule and facilitate DCAS Testing for students
- Coordinate with the district and DODEA on all assessments and processing related to DCAS tests
- Coordinate with administration and SPED teachers on test needs of students being served
- Files an After-Action Report upon completion of the activity which includes names of all contacts, summary of the year's activities, inventory of equipment, location of materials, problems encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY

Coordinator, DCAS Assessment Team Lead

DESCRIPTION OF TASKS TO BE PERFORMED:

DoDEA-CAS Team Leader (40-79 hrs) : *Larger and/or unit schools may need a 2 nd DoDEA-CAS Team Leader to help coordinate assessments and plan logistics of online testing*

- Serves as an assistant to support the school test coordinator with coordinating and managing assessment programs, school assessment plans and online test sessions
- Works with the accommodations assistant to code and manage accommodations
- Attends all HQ and DSO Assessment training webinars
- Assists DoDEA-CAS Team with additional tasks as assigned by the administrator

- Provides leadership and support for the continued implementation of professional learning communities/focused collaboration
- Collaborates with the District Superintendent Office and Instructional Systems Specialist (ISSs) for Assessment and Accountability
- Facilitates and/or co-facilitates professional learning experiences for teachers as it pertains to administering, monitoring, and reporting of system-wide assessments
- Collaborates with Instructional Leadership Team (ILT) to align professional learning in support of district and school improvement plans
- Participates in the school's ILT as the DoDEA-CAS Teacher Leader
- Engages in focused collaboration with ILT to align school assessments, professional learning and ongoing improvement in professional practice in student achievement
- Collaborates with instructional leaders at the ILT meetings to implement effective strategies for teaching and learning to challenge and prepare each student to maximize his/her academic growth and well-being for college, career, and life
- Develops and provides timely and accurate two way communication per a communication plan to ensure stakeholders are well informed and given opportunities for feedback
- Partners with internal and external stakeholders and industry leaders to advance student and organizational success (e.g. CCR awareness events, community nights, school improvement journey)
- Advocates for students to maximize their academic growth for well-being college, career, and life

Coordinator, CAS Technology Coordinator

DESCRIPTION OF TASKS TO BE PERFORMED:

Supports DoDEA-CAS Team in scheduling use of technology (e.g. Chromebooks) during testing windows

- Facilitates and/or co-facilitates professional learning experiences for teachers as it pertains to basic technology troubleshooting procedures
- Provides leadership and support for the continued implementation of professional learning communities/focused collaboration in all schools
- Collaborates with the District Superintendent Office and Instructional Systems Specialist (ISSs) for Educational Technology
- Advocate for students to maximize their academic growth for well-being college, career, and life
- Develops and provides timely and accurate two way communication per a communication plan to ensure stakeholders are well informed and given opportunities for feedback
- Meet and plan regularly with administration to plan, calibrate, monitor, debrief and act in a continuous cycle for improvement
- Assists DoDEA-CAS Team with additional tasks as assigned by the administrator

In addition to the tasks outlined above, members of the DoDEA-CAS Team will work collaboratively to fulfill the duties and Responsibilities outlined below for all system-wide assessments. School admin will delegate tasks amongst team leaders as appropriate:

Before Assessment

- Participates in webinar training conducted by the DoDEA Assessment Branch & District ISS, Assessment & Accountability
- Utilizes the DoDEA Schoology Community for Assessment & Accountability for information updates and resources
- Organizes, schedules, trains, and leads the administration of all system-wide tests/assessments while maintaining the integrity and security of the testing instruments (see assessment matrix to determine assessments and requirements for your school configuration)

- Collaborates with assessment team members - Administrators, Teachers, 504/Psych, SpEd, and ELL - to develop a list of students that receive accommodations, verify accommodations are activated, and identify students who receive alternate assessment
- Orders test materials including any accommodated assessment materials (e.g. large print, Braille, paper based) for all assessments as needed
- Orders the required additional resources needed for test administration (e.g. calculators, pencils, etc.)
- Works with ET/IC/Technology Coordinator and Administrator to plan, schedule, and administer online assessments
- Identifies a secure storage location for assessment materials
- Selects testing sites and testing rooms that provide the best possible conditions for student performance and exam security
- Ensures Chromebook readiness for testing sessions
- Identifies and trains teachers on test administration and security procedures for testing sessions
- Informs students and community when and where to arrive for assessments, and what they should and should not bring to exams

During Assessment

- Ensures all assessment policies and procedures are being followed
- Troubleshoots assessment related problems at the school level and make modifications as needed
- Maintains chromebooks and troubleshoots technology issues

After Assessment

- Works with administrators and building leadership to establish rules and procedures for data sharing with department, external stakeholders, etc
- Follows assessment procedures to organize and ship if applicable.
- **Performs all clerical duties associated with assessments (file, label, mailing, proper disposal of outdated materials)**

Coordinator, DoDEA-CAS Assessment Team Accommodations Assistant

DESCRIPTION OF TASKS TO BE PERFORMED:

Accommodations Assistant (1-19 hrs): *Larger and/or unit schools may need a 2 nd DoDEA-CAS Accommodations Assistant to help identify students, manage and monitor tasks related to assessment administrative considerations, accommodations and accessibility features*

- Supports DoDEA-CAS Team in working with ESOL, SPED and 504 personnel to identify, code and manage administrative considerations, accommodations and accessibility features for applicable students on all assessments
- Advocates for students to maximize their academic growth for well-being college, career, and life
- Develops and provides timely and accurate two way communication per a communication plan to ensure stakeholders are well informed and given opportunities for feedback
- Meets and plans regularly with administration to plan, calibrate, monitor, debrief and act in a continuous cycle for improvement
- Assists DoDEA-CAS Team with additional tasks as assigned by the administrator

In addition to the tasks outlined above, members of the DoDEA-CAS Team will work collaboratively to fulfill the duties and Responsibilities outlined below for all system-wide assessments. School admin will delegate tasks amongst team leaders as appropriate:

Before Assessment

- Participates in webinar training conducted by the DoDEA Assessment Branch & District ISS, Assessment & Accountability
- Utilizes the DoDEA Schoology Community for Assessment & Accountability for information updates and resources
- Organizes, schedules, trains, and leads the administration of all system-wide tests/assessments while maintaining the integrity and security of the testing instruments (see assessment matrix to determine assessments and requirements for your school configuration)
- Collaborates with assessment team members - Administrators, Teachers, 504/Psych, SpEd, and ELL - to develop a list of students that receive accommodations, verify accommodations are activated, and identify students who receive alternate assessment
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- Informs students and community when and where to arrive for assessments, and what they should and should not bring to exams

During Assessment

- Ensures all assessment policies and procedures are being followed
- Troubleshoots assessment related problems at the school level and make modifications as needed
- Maintains chromebooks and troubleshoots technology issues

After Assessment

- Works with administrators and building leadership to establish rules and procedures for data sharing with department, external stakeholders, etc
- Follows assessment procedures to organize and ship if applicable
- **Performs all clerical duties associated with assessments (file, label, mailing, proper disposal of outdated materials)**

Coordinator, DoDEA-CAS Assessment Team Communications and Clerical Assistant

Communications and Clerical Assistant (1-19 hrs):

DESCRIPTION OF TASKS TO BE PERFORMED:

- Supports DoDEA-CAS Team in gathering and preparing materials for test administration
- Develops and provides timely and accurate two way communication per a communication plan to ensure stakeholders are well informed and given opportunities for feedback
- Advocates for students to maximize their academic growth for well-being college, career, and life
- Meets and plans regularly with administration to plan, calibrate, monitor, debrief and act in a continuous cycle for improvement
- Assists DoDEA-CAS Team with additional tasks as assigned by the administrator

In addition to the tasks outlined above, members of the DoDEA-CAS Team will work collaboratively to fulfill the duties and Responsibilities outlined below for all system-wide assessments. School admin will delegate tasks amongst team leaders as appropriate:

Before Assessment

- Participates in webinar training conducted by the DoDEA Assessment Branch & District ISS, Assessment & Accountability
- Utilizes the DoDEA Schoology Community for Assessment & Accountability for information updates and resources
- Organizes, schedules, trains, and leads the administration of all system-wide tests/assessments while maintaining the integrity and security of the testing instruments (see assessment matrix to determine assessments and requirements for your school configuration)
- Collaborates with assessment team members - Administrators, Teachers, 504/Psych, SpEd, and ELL - to develop a list of students that receive accommodations, verify accommodations are activated, and identify students who receive alternate assessment
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- Informs students and community when and where to arrive for assessments, and what they should and should not bring to exams

During Assessment

- Ensures all assessment policies and procedures are being followed
- Troubleshoots assessment related problems at the school level and make modifications as needed
- Maintains chromebooks and troubleshoots technology issues

After Assessment

- Works with administrators and building leadership to establish rules and procedures for data sharing with department, external stakeholders, etc
- Follows assessment procedures to organize and ship if applicable
- **Performs all clerical duties associated with assessments (file, label, mailing, proper disposal of outdated materials)**

Coach, Math Instructional Coach

DESCRIPTION OF TASKS TO BE PERFORMED:

Collaborate with ISSs and Administrators to:

- Participate fully in professional learning for coaches, including:
 - Regular meetings with ISSs
 - DSO led courses
 - Peer observations/Instructional Rounds, and
 - DoDEA aligned professional research
- Supports the Math Teacher Leader to coordinate activities with team leaders to improve instruction and provide equitable teaching and learning in CCRSM for

- all students.
- Models and assists Math Teacher Leader in implementing tiered instruction for differentiation to meet the needs of the individual learner.
- Supports professional learning for Math Teacher Leaders to build capacity in high-leverage team actions for Focused Collaboration, including;
 - Regular collaboration with the Math Coach
 - DSO led courses
 - Peer observations/Instructional Rounds and other team coaching structures
 - DoDEA aligned professional research
 - Job-embedded professional learning
- Facilitates or supports Math Teacher Leader in the facilitation of grade-level Focused Collaboration, including but not limited to;
 - Maintaining a log of attendance and setting agendas.
 - Documenting minutes and following up on team actions.
 - Communicating with Math Coach to elicit instructional support for the grade level.
- Serves as a mentor and role model in the creation of a learning environment that supports college. readiness and student achievement, sustained over time, aligned with content standards, and linked to school/district improvement goals.
May also include:
 - Planning of content specific community events such as Math Night, Literacy Night, STEM, Parent University, Curriculum Night.
 - Regularly contributing to newsletters, social media, and websites to promote community engagement at the school.
 - Participating in SST meetings.
 - Assisting the Instructional Leadership Team to conduct needs assessments, develop school improvement plans and, or evaluate student proficiency and program effectiveness.

Safe Crisis Management

Sponsor, Outdoor Education and Student Leadership

DESCRIPTION OF TASKS TO BE PERFORMED

- Teaches students the basic skills of project planning and management.
- Teaches students valuable strategies concerning collaboration and teamwork.
- Teaches students “real-life” leadership through hands-on student activities.
- Teaches students critical thinking skills and practical applications to accomplish a common goal.
- Helps students find a passion for the both the outdoors and challenging opportunities.
- Teaches students the basics of outdoor-based activities to include: hiking, orienteering, camping, stargazing, biking, swimming and SCUBA diving, ropes course, snowshoeing, and nutritional (plant-based) menu planning and preparation.
- Teaches students to discover the value of community and promote shared experiences.
- Serves as a model of excellent sportsmanship, conduct, teamwork, dedication, and responsibility.
- Considers hosting a monthly event (i.e., hike, overnight camping, astronomy).
- Recruits eligible members.
- Informs parents of meeting times, dates and other pertinent information.
- Ensures parent/or transportation arrangements are made.
- Ensures school administration is aware of club happenings, meeting times and dates.
- Highlights the relationship between the club’s activities and the schools vision, mission and goals.
- Furnishes administration time sheets with hours worked upon completion of this contract. An After-Action Report will be filed upon completion of the activity which includes names of all contacts, summary of the year’s activities, inventory of equipment, location of materials, problems

encountered and suggestions for next year. Duty hours are to be paced so the activity continues throughout SY.