

Oak Grove School District / Oak Grove Educators Association (Art. 14.10)

Site Common Adjunct Duty Listing

	Duty:	People needed:	Description:
District Required Duties*	CTAG (Closing the Achievement Gap) Steering Committee		Superintendent's Committee. <i>District appointed.</i>
	District Literacy Committee DLT (K-6)		Attend District DLC meetings. Report information to staff.
	District Math Team DMT (K-8)		Attend DMT meetings. Report information to staff.
	GATE Committee		Attend District GATE meetings. Report information to staff.
	OGEA Site Representative / Adjunct Duty Committee		Attend OGEA Rep Council and report information to staff; Work with Principal to finalize Adjunct Duty list and assign staff.
	PBIS (Positive Behavioral Interventions and Supports) Representative		Attend PBIS meetings. Coordinates Student of the Month. Report information to staff.
	School Site Council Representative		Staff elected. Represent staff on Site Council.
	SELAC (School English Learners Advisory Council)		Attend parent meeting. Report information to staff.
	SEMS (Standardized Emergency Management System) / Safety / Emergency		Attend District SEMS meetings. Coordinate/organize emergency preparedness disaster drill for site with principal. Inventory safety Ark and classroom backpacks.
	Sp. Ed. Leadership Committee		Attend District meetings. Report information to staff.
General Site Adjunct Duties	After School Sports		Attend and supervise sports programs (e.g.; run clock, scoring, taking admissions, chaperone.)
	Clubs (K-8)		Organize, supervise and monitor school clubs
	Dances (5-8)		Attend and monitor site dances
	Family Engagement Coordinator		Support schools family engagement events (e.g.; cinco de mayo, movie nights, drama nights, art nights, etc.)
	Grade level / Leadership Team		Attend Leadership Team Meetings.
	Hispanic Parent Mtg. Teacher Rep.		Represent Staff at parent meeting.
	Home & School Club Teacher Rep.		Represent Staff at parent meeting.
	IEP Administrative Designee		Facilitate IEP meetings in the absence of the site administrator (training required to qualify)
	Koffee Klatch Mtg. Teacher Rep.		Represent Staff at parent meeting.
	Level Book Room (K-6)		Oversee organization/operation of bookroom.
	SST Scheduler (K-6)		Oversee SST calendar/schedule.
	SST Team Member (K-6)		Attend weekly SST meetings as scheduled.
	Student Council Advisor		Organize and advise Student Council meetings/Activities
	Sunshine		Social event planning / calendar
	Tech Support (Unpaid)		Support site level technology.
	Teacher In Charge "TIC"		Serve at site level administrator in the absence of the Principal.
Intermediate School Specific	CJSF Advisor		Plan, Coordinate, Monitor Student Honor Society Events
	Department Chair / LT / Faculty Cabinet		Communication loop between Departments and Administration
	Honors Night Chaperone		Plan, Coordinate, Monitor event
	Student Store		Order, inventory and sell school supplies
	IIFT (Intermediate Instructional Focus Team)		Communication loop between District and Site

* District required duties are assigned and may differ from year to year.

REV:MAY 15, 2018