

Brandywine  
EPER  
Job Descriptions

June 2012

**BRANDYWINE EPER JOB DESCRIPTIONS**  
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**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Athletic Director – High School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**NOTE:** Athletic positions shall be filled according to the Delaware Inter-scholastic Athletic Association (DIAA) regulations.

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District.
2. Previous experience as a coach is desirable.
3. Knowledge of the overall operation of the athletic program.
4. Knowledge of the DIAA rules and regulations.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Administer all DIAA, Blue Hen Conference (BHC), and District athletic policies and procedures.
2. Attend all DIAA, BHC, and other meetings pertaining to athletics.
3. Review and distribute the athletic handbook annually.
4. Check the DIAA medical form for all participants and determine scholastic eligibility of all athletes on a marking period basis.
5. Prepare and maintain eligibility listings of all athletes and cheerleaders in the athletic program.
6. Attend and supervise all home athletic contests or provide substitute coverage when attendance is not possible.
7. Responsible for game management at all home contests and for the accounting of gate receipts.
8. Coordinate medical and security coverage at home contests.
9. Schedule games, officials, and transportation; issue contracts; and submit information for payment of tournament entry fees.
10. Cancel or postpone contests, officials, and transportation because of weather or other hazardous conditions.
11. Act as a tournament manager for all league and tournament playoff activities that are assigned to the school. Distribute all complimentary passes.
12. Prepare an annual budget and inventory for the athletic program.
13. Provide for the purchase, distribution, storage, and repair of all athletic equipment.
14. Develop and coordinate a practice schedule for the use of the facilities.

15. Form interview committees and schedule and participate in interviews of candidates for coaching positions. Make recommendations to the principal.
16. Promote sportsmanship and publicity for all interscholastic sports teams.
17. Maintain records of contests, events, and letter winners.
18. Supervise the awarding of certificates, letters, trophies, and other commendations to athletes, coaches, and school officials.
19. Attend the athletic booster club meetings and serve as a liaison between the coaches, administration, and the booster club.
20. Work with the school trainer to establish procedures for the management and safe operation of the training room.
21. Evaluate and seek ways to improve the athletic program.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Assistant Athletic Director – High School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Athletic Director and/or Building Principal
- TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Athletic Director and/or Building Principal.)
- NOTE:** Athletic positions shall be filled according to the Delaware Inter-scholastic Athletic Association (DIAA) regulations.

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District.
2. Previous coaching experience is preferred.
3. Knowledge of the overall operation of the athletic programs.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Assume all duties and responsibilities of the Athletic Director when he/she is not available.
2. Assist the Athletic Director with home game coverage.
3. Assist with equipment ordering, inventory, and facility scheduling.
4. Assist with uniform and equipment collection and storage.
5. Assist with maintaining records (team and individual).
6. Attend booster club meetings.
7. Provide team rosters and schedules.
8. Responsible for the promotion of sportsmanship and the implementation of sportsmanship programs in the school.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Head \_\_\_\_\_ Coach – High School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Athletic Director and/or Building Principal
- TERM:** 1 Season/Year (Continued appointment beyond 1 year will be at the discretion of the Athletic Director and/or Building Principal.)
- NOTE:** Athletic positions shall be filled according to the Delaware Inter-scholastic Athletic Association (DIAA) regulations.

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District.
2. The ability to organize and supervise a total sports program.
3. Previous successful coaching experience in \_\_\_\_\_.
4. Must have substantial knowledge of the technical aspects of \_\_\_\_\_ and be willing to continue to examine new theories and procedures pertinent to \_\_\_\_\_.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Full responsibility for the overall supervision of his/her programs (Varsity, JV, and Freshmen).
2. Responsible for knowing, understanding, and implementing the DIAA rules and regulations and attending the mandatory rules clinic and coaches meetings. Must be certified in Cardiopulmonary Resuscitation (CPR).
3. Responsible for verifying each athlete's academic and medical eligibility.
4. Supervise and conduct practices and contests in a safe manner.
5. Supervise all athletes after practices and games/contests until they leave the school grounds.
6. Maintain a professional appearance.
7. Manage uniforms, equipment, and facilities in a responsible manner.
8. Notify the Athletic Director of annual budgetary needs.
9. Work toward building and teaching good sportsmanship, cooperative work ethic, and responsibility.
10. Work toward developing good public relations with the parents, school, booster club, and community.
11. Communicate with the Athletic Director, administrators, assistant coaches, players, and parents.
12. Direct injured athletes to the trainer and report injuries to the nurse.

13. Administrative Duties:
  - a. Provide team rules and practice schedules to athletes, parents, and Athletic Director.
  - b. Submit an eligibility report and keep emergency cards on athletes with you at all times.
  - c. Maintain and update your team's schedules and results on the Delaware sports website ([Website4Sports.com](http://Website4Sports.com)) in a timely manner.
  - d. Adhere to the DIAA state tournament manual deadlines.
  - e. Submit an end of the year report to include:
    - (1) Team records, standings, and individual awards.
    - (2) Uniform and equipment inventory.
    - (3) Obligations for lost or missing uniforms and equipment.



**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Assistant/JV/Freshmen \_\_\_\_\_ Coach – High School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Head Coach, Athletic Director, and/or Building Principal
- TERM:** 1 Season/Year (Continued appointment beyond 1 year will be at the discretion of the Athletic Director and/or Building Principal.)
- NOTE:** Athletic positions shall be filled according to the Delaware Inter-scholastic Athletic Association (DIAA) regulations.

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District.
2. Previous coaching experience in \_\_\_\_\_.
3. Knowledge and background in \_\_\_\_\_.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Assist the Head Coach in carrying out his/her duties.
2. Responsible for knowing, understanding, and implementing the District, state, and league rules. Must be certified in Cardiopulmonary Resuscitation (CPR).
3. Help with supervision and conduct practices and contests in a safe manner.
4. Help with supervision of athletes after practices and games/contests until they leave the school grounds.
5. Maintain a professional appearance.
6. Accountable to the Head Coach for all equipment and uniforms used in their program.
7. Work toward building and teaching good sportsmanship, cooperative work ethic, and responsibility.
8. Teach fundamentals of the sport as outlined by the Head Coach.
9. Work towards developing good public relations with the parents, school, booster club, and community.
10. Communicate any player or parent concerns to the Head Coach and/or Athletic Director.
11. Direct injured players to the Athletic Trainer and report injuries to the nurse. Keep emergency cards on athletes with you at all times.
12. Submit team records, awards, and obligations for lost or missing uniforms and equipment at the end of the season.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Cheerleading Coach – High School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Athletic Director and/or Building Principal
- TERM:** 1 Season/Year (Continued appointment beyond 1 year will be at the discretion of the Athletic Director and/or Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District.
2. Previous cheerleader coaching experience.
3. Either high school and/or college experience as a cheerleader.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Responsible for the directing, supervising, and sequential training of the cheerleaders.
2. Responsible for the conduct of the cheerleaders at practice sessions and at all contests.
3. Leads and directs the cheerleaders in such a way as to encourage spirit and good sportsmanship throughout the school.
4. Responsible for uniforms and supplies.
5. Supervise all cheerleaders after practices and games/contests until they leave the school grounds.
6. Sees that the cheerleaders carry out all of the duties set forth in their constitution.
7. Conducts a clinic for tryouts in the spring and selects the judges for the tryouts.
8. Attends a variety of home varsity contests, besides football and basketball, including all playoff games.
9. Responsible for issuing awards to deserving cheerleaders.
10. Responsible for duties relating to cheerleading as may be directed by the Athletic Director and/or principal.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Marching Band Director – High School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

Must be a certified music teacher, preferably with experience in the direction of marching bands.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Build and maintain a successful marching band and marching band program.
2. Teach marching techniques, including but not limited to: marching, movement, drill, and field techniques.
3. Teach music techniques including but not limited to: balance, blend, timing, intonation, expression, phrasing, and technique.
4. Hold and direct a band camp in August to learn the music and field show for the upcoming season.
5. Hold and direct rehearsals before or after school – minimum of 4 hours per week (or the equivalent) from September to November.
6. Arrange for the marching band to perform in the stands and on the field for the school's varsity football team.
7. Arrange for the marching band to perform at selected community and school parades, pep rallies, and the like.
8. Keep accurate attendance records and assessment results.
9. Performance of the marching band at some type of adjudicated marching band show or festival is highly encouraged but not required.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Assistant Marching Band Director – High School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Building Principal
- TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Must be experienced in working with a marching band.
2. Certified music teacher greatly preferred but not required.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

To assist the marching band director in the following areas, assuming the full duties of the marching band director in the event of his/her absence:

1. Build and maintain a successful marching band and marching band program.
2. Teach marching techniques, including but not limited to: marching, movement, drill, and field techniques.
3. Teach music techniques including but not limited to: balance, blend, timing, intonation, expression, phrasing, and technique.
4. Hold and direct a band camp in August to learn the music and field show for the upcoming season.
5. Hold and direct rehearsals before or after school – minimum of 4 hours per week (or the equivalent) from September to November.
6. Arrange for the marching band to perform in the stands and on the field for the school's varsity football team.
7. Arrange for the marching band to perform at selected community and school parades, pep rallies, and the like.
8. Keep accurate attendance records and assessment results.
9. Performance of the marching band at some type of adjudicated marching band show or festival is highly encouraged but not required.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Band Front Coordinator – High School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Must be experienced in working with marching band front (color guard).
2. Experience with dance preferred but not required.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

To assist the marching band director and assistant marching band director in the following areas:

1. Build and maintain a successful marching band front (color guard) and marching band front (color guard) program.
2. Teach marching techniques, including but not limited to: marching, movement, drill, and field techniques.
3. Teach visual techniques including, but not limited to: balance, blend, timing, intonation, expression, phrasing, and technique.
4. Keep accurate attendance records and assessment results.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Marching Band Percussion Instructor – High School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Must be experienced in working with marching band percussion, both battery and pit (mallets).
2. Certified music teacher preferred but not required.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

To assist the marching band director and assistant marching band director in the following areas:

1. Build and maintain a successful marching band percussion section and marching band percussion program.
2. Teach marching techniques, including but not limited to: marching, movement, drill, and field techniques.
3. Teach music techniques, including but not limited to: balance, blend, timing, intonation, expression, phrasing, and technique.
4. Keep accurate attendance records and assessment results.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Choir Director – High School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

Must be a certified music teacher who has specialized training or education in choral music and works full-time in the building assigned. In the event of a part-time employee, EPER position can be divided among the total number of choral directors.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Provide performance opportunities for the ensemble – a minimum of 2 per year, which will include at least one “full group” rehearsal prior to the performance.
2. Provide opportunities before or after school for students to be part of auxiliary choral ensembles and audition for state and national choral ensembles.
3. Build and maintain a successful choral program and successful choruses.
4. Keep accurate attendance records for performances and rehearsals.
5. Keep accurate assessment records.
6. Teach choral techniques, including but not limited to: blend, balance, phrasing, style, good tone production and quality, proper breathing, and proper vowel formation.
7. Provide opportunities for the choral program to be part of district, state, regional, and national music festivals.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Orchestra Director – High School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

Must be a certified music teacher who works at least part-time in the building where the position exists.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Build and maintain a successful orchestra(s) and orchestral program.
2. Hold and direct before or after school rehearsals with the full orchestra, sectionals, and/or small ensembles derived from the full orchestra such as string quartets and the like.
3. Provide performing opportunities for the orchestra(s) in the school – minimum of 2 per school year.



**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Concert Band Director – High School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

Must be a certified music teacher who works full-time in the building assigned. In the event of a part-time employee, EPER position can be divided among the total number of band directors.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Build and maintain a successful band(s) and band program.
2. Hold and direct before or after school rehearsals with the full band, sectionals, and/or small ensembles derived from the full band.
3. Provide performing opportunities for the band(s) in the school – minimum of 2 per school year.
4. Keep accurate attendance records for performances and rehearsals.
5. Keep accurate assessment records.
6. Teach music techniques, including but not limited to: balance, blend, timing, intonation, expression, phrasing, and technique.
7. Provide opportunities for the band program to be part of district, state, regional, and national music festivals.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Jazz Band Director – High School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

Must be a certified music teacher and have specialized training or education in jazz music.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Build and maintain a successful jazz band and jazz program.
2. Teach jazz techniques, including but not limited to: phrasing, improvisation, style, and articulation.
3. Hold and direct before or after school rehearsals – minimum of 2 hours per week (or the equivalent) from November to May.
4. Provide performance opportunities for the ensemble – minimum of 2 per year.
5. Keep accurate attendance records and assessment results.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Drama Director (Major Production) – High School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Building Principal
- TERM:** 1 Production (Continued appointment beyond 1 production will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District preferred but not required.
2. Must have specialized training or education in drama production.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Build and maintain a successful drama program.
2. Teach performing techniques, including but not limited to: acting, improvisation, style, and stage deportment.
3. Hold and direct rehearsals before or after school – minimum of 2 hours per week (or the equivalent) from \_\_\_\_\_ to \_\_\_\_\_.
4. Provide performance opportunities for the ensemble – minimum of 2 performances per production.
5. Keep accurate attendance records and assessment results.
6. Coordinate efforts of parents to assist with publicity, program ad sales, costumes, etc.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Musical Director (Major Production) – High School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Building Principal
- TERM:** 1 Musical Production (Continued appointment beyond 1 production will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

Must be an experienced drama teacher with experience in the musical field.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Build and maintain a successful drama or musical drama program.
2. Teach performing techniques, including but not limited to: acting, improvisation, style, and stage musicianship.
3. Hold and direct rehearsals before or after school – minimum of 2 hours per week (or the equivalent) from \_\_\_\_\_ to \_\_\_\_\_.
4. Keep accurate attendance records and assessment results.
5. Coordinate efforts of parents to assist with publicity, program ad sales, costumes, etc.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Musical Orchestra Director (Major Production) – High School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Building Principal
- TERM:** 1 Musical Production (Continued appointment beyond 1 production will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

Must be an experienced musician with experience in teaching and directing the music for major musical productions. If desired, this position may be split between two people, one to direct the singers, one to direct the pit orchestra.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Teach performing techniques to the singers of the show including, but not limited to: balance, blend, articulation, tone production, and vocal projection.
2. Hold and direct musical pit orchestra rehearsals before or after school either alone or in conjunction with the stage rehearsal for a minimum of 4 hours per week from \_\_\_\_\_ to the performances of the show.
3. Organize and rehearse a pit orchestra made of either students, hired professionals, or a combination thereof.
4. Direct the pit orchestra and musical production during its performances.
5. Keep accurate attendance records and assessment results.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Choreographer (Major Production) – High School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Director of Musical and/or Building Principal
- TERM:** 1 Musical Production / Generally January to April (Dependent upon rehearsal & performance dates of musical) (Continued appointment beyond 1 musical production will be at the discretion of the Director of the Musical and/or the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Versatile, professional dance training.
2. Experience and training in musical theater.
3. Previous experience working with high school musicals is preferred.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Provide dance auditions while helping in the selection of casting the musical.
2. Assist in scheduling rehearsals, technical rehearsals, and performances.
3. Create and teach all choreographic needs of the musical, including all group numbers as well as possible duets, solos, and whatever other moments should require staged movement or dance.
4. Provide the ability to help make decisions on possible editing cuts within musical numbers that may be too lengthy for the production.
5. Possibly help make decisions on style and period costuming for musical numbers.
6. Respond to performer injuries with approved first aid techniques.
7. Provide a respectful working atmosphere where basic dance and theater techniques can be learned, including the ability to work well with others, giving complements and helpful critiques for the improvement of performance, and allowing for the greatest use of all talents within the given casting.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Stagecraft Director (Set Design) (Major Production) – High School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Show Director and Building Principal

**TERM:** 1 Production (80 to 120 hours)

**PREFERRED QUALIFICATIONS:**

1. Familiarity with theatrical set design and construction, including staging, scenic, structural, and rigging design for theater is required.
2. Carpentry, drafting, mechanical design, and planning skills are necessary.
3. Ability to work within a budget.
4. A general knowledge of theatrical technical production is helpful (lighting, sound, decoration, architecture, budgeting, etc.).
5. The set designer must be willing to instruct students in the techniques and use of tools for set design and construction.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Work with the Director(s), Production Manager, and Artistic Designer of the show to develop a set design that meets the needs and budget of the show and works around the facility use schedule.
2. Work with the Production Manager to purchase the needed materials.
3. Schedule build times to deliver the completed set in accordance with the show schedule.
4. Direct the students and parent volunteers at the scheduled build times to construct the set according to the design.
5. Working with the Artistic Designer, direct students and parent volunteers to decorate the set according to the design.
6. Working with the Production Manager and Stage Manager, train the stage crew to move the set during shows as needed according to the design.
7. Maintain the set throughout the production.
8. Strike the set after closing and return reusable material to storage in the wings and outdoor sheds as appropriate.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Sound (Major Production) – High School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Show Director and Building Principal

**TERM:** 1 Production. Minimum of 40 hours depending on production.

**PREFERRED QUALIFICATIONS:**

1. Experience designing, setting up, and operating theatrical sound equipment.
2. An understanding of how theatrical sound equipment is used to provide the sound and sound effects required by the production.
3. A willingness to supervise students in the operation of the equipment to be used.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Determine the sound requirements of the production with the Director(s).
2. Design a sound plan for the show.
3. Design or obtain equipment for special sound effects as needed.
4. Determine the equipment and cabling required to implement the sound design.
5. Arrange to rent and/or borrow the equipment and cabling that the school does not own.
6. Teach and demonstrate sound concepts to interested students.
7. Supervise students in the setup and cabling of the instruments according to the sound plot.
8. Instruct students in the setup and operation of the sound console.
9. Supervise student operation of the sound console during rehearsals and performances.
10. Supervise students when the equipment and cabling are taken down and put away.
11. Return rented and/or borrowed equipment.



**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Lights (Major Production) – High School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Show Director and Building Principal

**TERM:** 1 Production. Minimum of 40 hours depending on production.

**PREFERRED QUALIFICATIONS:**

1. Experience designing, setting up, and operating theatrical lighting equipment.
2. An understanding of how theatrical lighting instruments are used to light a stage and to create the mood required by the production.
3. A willingness to supervise students in the operation of the equipment to be used.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Determine the lighting requirements of the production with the Director(s).
2. Design a lighting plot diagram for the show.
3. Design or obtain equipment for special lighting effects as needed.
4. Determine the instruments and cabling required to implement the lighting design.
5. Arrange to rent and/or borrow the instruments and cabling that the school does not own.
6. Teach and demonstrate lighting concepts to interested students.
7. Supervise students in the hanging, cabling, and focusing of the instruments according to the lighting plot.
8. Instruct students in the setup and operation of the lighting control console.
9. Supervise student operation of the lighting console during rehearsals and performances.
10. Supervise students when the instruments and cabling are taken down and put away.
11. Return rented and/or borrowed equipment.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Newspaper Advisor – High School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Building Principal
- TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Possess good organizational/leadership skills.
2. Ability to work within a budget.
3. Ability to meet established deadlines.
4. Availability to travel with students when required.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Must have a minimum membership of 10 students.
2. Must hold regular student meetings after school hours (1 per month – minimum).
3. Supervise and assist students effectively to carry out established functions.
4. Provide time and supervision, as needed, for students to conduct activities.
5. Prepare and submit required registrations (i.e., dues, transportation, parental permission, registration, etc.) as needed throughout the school year.
6. Ensure the publication of a minimum of 4 editions of school newspaper annually.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Yearbook Advisor – High School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Building Principal
- TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Possess good organizational/leadership skills.
2. Ability to work within a budget.
3. Ability to meet established deadlines.
4. Availability to travel with students when required.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Must have a minimum membership of 10 students.
2. Must hold regular student meetings after school hours (1 per month – minimum).
3. Supervise and assist students effectively to carry out established functions.
4. Provide time and supervision, as needed, for students to conduct activities.
5. Prepare and submit required registrations (i.e., dues, transportation, parental permission, registration, etc.) as needed throughout the school year.
6. Ensure the publication of the yearbook.
7. Serve as liaison with faculty, yearbook staff, and publisher.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Audiovisual Director – High School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Building Principal
- TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**NOTE:** The A. V. Director is not responsible for:

1. Computers and all technologies associated with their utilization and maintenance.
2. Televisions permanently installed in classrooms or other spaces.
3. Television production equipment.
4. The production of theatrical events and all responsibilities associated therein.
5. Ceiling mounted projectors.

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District who works in the building where the position exists.
2. Knowledge in the use of all forms of instructional media.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Responsible for all forms of instructional media excluding those which are permanently installed in classrooms (televisions, computers, chalkboards, etc.).
2. Distribution of media, usually at the beginning of the year (approximately 25 hours in August/September) and maintenance of media.
3. Collect and inventory all portable forms of media.
4. Securely store all equipment and report any inconsistencies in the inventory to the administration. Prior to storage, all equipment will be examined, tested, and cleaned.
5. Based on existing inventory and teacher requests, the Audiovisual Director will order new equipment throughout the year. This includes maintaining of a bulb inventory sufficient for a school year.
6. Encourage the use of instructional media and aid in the production of classroom resources such as transparencies.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Student Council Advisor – High School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District who works in the building where the position exists.
2. Possess good organizational/leadership skills.
3. Ability to work within a budget.
4. Ability to meet established deadlines.
5. Availability to travel with students when required.
6. Availability to work with students after school hours and during the summer.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Must have a minimum membership of 10 students.
2. Must hold regular student meetings after school hours (1 per month – minimum).
3. Supervise and assist students effectively to carry out established functions.
4. Provide assistance, coordination, time, and supervision as needed for students to conduct activities.
5. Prepare and submit required registrations (i.e., dues, transportation, parental permission, registration, etc.) as needed throughout the school year.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Class Advisor – High School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Building Principal
- TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District who works in the building where the position exists.
2. Possess good organizational/leadership skills.
3. Ability to work within a budget.
4. Ability to meet established deadlines.

**JOB DESCRIPTION AND RESPONSIBILITIES (ALL GRADES):**

1. Coordinate all class activities.
2. Supervise and assist students effectively to carry out established functions.
3. Guide planning of class activities to meet objectives.
4. Counsel officers on leadership skills.
5. Liaison with administration, staff, and Student Council.
6. Must hold regular student meetings after school hours (1 per month – minimum).
7. Provide supervision, direction, and time, as needed, for students to conduct activities.

**ADDITIONAL RESPONSIBILITIES – 11<sup>th</sup> GRADE:**

1. Organize and conduct appropriate activities.
2. Increased emphasis on raising funds for the Prom.
3. Coordinate and liaison with Senior parents for pick up of materials after the Senior Prom for their use next year.

**ADDITIONAL RESPONSIBILITIES – 12<sup>th</sup> GRADE:**

1. Organize and conduct appropriate activities.
2. Greatest emphasis during this year on raising funds for the Prom.
3. Plan the Senior Prom including dinner and favors.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Career and Technical Student Organizations [Business Professionals of America (BPA); Distributive Education Clubs of America (DECA); Family, Career, and Community Leaders of America (FCCLA); Future Farmers of America (FFA); and Technology Student Association (TSA)] – High School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Appropriate certification and skill in all areas of certification.
2. Ability to train and assist students in preparation for competitive events.
3. Good organizational/leadership skills.
4. Ability to work within a budget.
5. Meets established deadlines.
6. Availability to travel with students.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Must hold regular student meetings after school hours (1 per month – minimum).
2. Must have a minimum membership of 10 students.
3. Provide time and supervision as needed for students to prepare for competitive events – individual or group competitions.
4. Prepare and submit required registrations (i.e., dues, transportation, parental permission, registration, hotel accommodations, etc.) as needed throughout the school year – including funding requests.
5. Accompany students to at least 1 state conference per year (Leadership – fall, State Competition – spring).
6. Accompany or arrange for chaperone to accompany students qualifying for national conference.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** School Store Manager – High School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Possess good organizational/leadership skills.
2. Ability to work within a budget.
3. Ability to meet established deadlines.
4. Availability to travel with students when required.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Adequately supervise running of school store during established hours of operation.
2. Supervise and assist students effectively to carry out established functions.
3. Provide training, supervision, and time, as needed, for students to conduct activities necessary for successful operation of school based enterprise.
4. Purchase inventory and maintain accurate records.
5. Maintain accurate financial records.



**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Fitness Room Supervisor – High School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District who works in the building where the position exists.
2. Certification in Cardiopulmonary Resuscitation (CPR) with knowledge of weight training techniques and equipment use.
3. Must have substantial knowledge of the fitness room equipment and keeping it in proper repair.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Help students develop workouts, stressing proper technique.
2. Supervise and assist students safely and effectively.
3. Supervise equipment use to be sure it is used in a safe and responsible manner.
4. Clean and repair all equipment.
5. Enforce the rules of the facility – workout attire, no food or drink (except water), sign-in, etc.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Club Advisor [National Honor Society (NHS), Mathematics League, Science Olympiad, Modern Music Masters (Tri-M), Future Educators of America (FEA), Art, French, Spanish, etc.] – High School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Good organizational/leadership skills.
2. Ability to work within a budget.
3. Meets established deadlines.
4. Availability to travel with students when required.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Must hold regular student meetings after school hours (minimum: 1 per month during appropriate months).
2. Must have a minimum membership of 10 students and/or 1 team.
3. Supervise and assist students effectively.
4. Provide time and supervision, as needed, for students to conduct activities.
5. Prepare and submit required registrations (i.e., dues, transportation, parental permission, registration, etc.) as needed throughout the school year.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Department Chairperson – High School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District who works in the building where the position exists.
2. Good organizational/leadership skills.
3. Meets established deadlines.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Conduct monthly department meetings and issue an agenda, monthly minutes, and attendance records to the administration.
2. Complete and maintain an inventory of all textbooks, teacher materials, supplemental instructional resources, and supplies, providing such inventory to the administration.
3. Serve as liaison between department members and administration.
4. Serve as liaison with the District content specialist if there is a content specialist for the subject area.
5. Manage the department budget.
6. Order all materials for the department.
7. Plan the department goals and objectives.
8. Contact teachers and substitutes for concerns and/or problems.
9. Acclimate new teachers.
10. Attend District-level meetings as related to department issues.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Athletic Director – Middle School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Building Principal
- TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)
- NOTE:** Athletic positions shall be filled according to the Delaware Inter-scholastic Athletic Association (DIAA) regulations.

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District.
2. Previous experience as a coach is desirable.
3. Knowledge of the overall operation of the athletic program.
4. Knowledge of the DIAA rules and regulations.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Administer all DIAA and District athletic policies and procedures.
2. Attend all DIAA and other meetings pertaining to athletics.
3. Review and distribute the athletic handbook annually.
4. Check the DIAA medical form for all participants and determine scholastic eligibility of all athletes on a marking period basis.
5. Prepare and maintain eligibility listings of all athletes and cheerleaders in the athletic program.
6. Attend and supervise all home athletic contests or provide substitute coverage when attendance is not possible.
7. Schedule games, officials, and transportation; issue contracts; and submit information for payment of tournament entry fees.
8. Cancel or postpone contests, officials, and transportation because of weather or other hazardous conditions.
9. Prepare an annual budget and inventory for the athletic program.
10. Provide for the purchase, distribution, storage, and repair of all athletic equipment.
11. Develop and coordinate a practice schedule for the use of the facilities.
12. Form interview committees and schedule and participate in interviews of candidates for coaching positions. Make recommendations to the principal.
13. Promote sportsmanship and publicity for all interscholastic sports teams.
14. Maintain records of contests, events, and letter winners.
15. Supervise the awarding of certificates, letters, trophies, and other commendations to athletes, coaches, and school officials.

16. Attend the athletic booster club meetings and serve as a liaison between the coaches, administration, and the booster club.
17. Establish procedures for the management and safe operation of the training room.
18. Evaluate and seek ways to improve the athletic program.
19. Maintain and update your school's team schedules and results on the Delaware sports website ([Website4Sports.com](http://Website4Sports.com)) in a timely manner.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Head \_\_\_\_\_ Coach – Middle School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Athletic Director and/or Building Principal
- TERM:** 1 Season/Year (Continued appointment beyond 1 year will be at the discretion of the Athletic Director and/or Building Principal.)
- NOTE:** Athletic positions shall be filled according to the Delaware Inter-scholastic Athletic Association (DIAA) regulations.

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District.
2. The ability to organize and supervise a total sports program.
3. Previous successful coaching experience in \_\_\_\_\_.
4. Must have substantial knowledge of the technical aspects of \_\_\_\_\_ and be
5. willing to continue to examine new theories and procedures pertinent to \_\_\_\_\_.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Full responsibility for the overall supervision of his/her program.
2. Responsible for knowing, understanding, and implementing the DIAA rules and any supplementary rules imposed by the school and attending the mandatory rules clinic and coaches meetings. Must be certified in Cardiopulmonary Resuscitation (CPR).
3. Responsible for verifying each athlete's academic and medical eligibility.
4. Supervise and conduct practices and contests in a safe manner.
5. Supervise all athletes after practices and games/contests until they leave the school grounds.
6. Maintain a professional appearance.
7. Manage uniforms, equipment, and facilities in a responsible manner – return them in good condition minus normal wear and tear and notify the Athletic Director immediately of any defective or damaged equipment.
8. Notify the Athletic Director of annual budgetary needs.
9. Work toward building and teaching good sportsmanship, cooperative work ethic, and responsibility.
10. Work toward developing good public relations with the parents, school, booster club, and community.
11. Communicate with the Athletic Director, administrators, assistant coaches, players, and parents.

12. Direct injured athletes to the nurse and report injuries to the nurse.
13. Administrative Duties:
  - a. Provide team rules and practice schedules to athletes, parents, and Athletic Director.
  - b. Submit an eligibility report and keep emergency cards on athletes with you at all times.
  - c. Have accurate rosters available for the Athletic Director, newspaper, school, and parents.
  - d. Adhere to the DIAA state tournament manual deadlines.
  - e. Submit an end of the year report to include:
    - (1) Team records, standings, and individual awards.
    - (2) Uniform and equipment inventory.
    - (3) Obligations for lost or missing uniforms and equipment.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Assistant \_\_\_\_\_ Coach – Middle School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Head Coach, Athletic Director, and/or Building Principal
- TERM:** 1 Season/Year (Continued appointment beyond 1 year will be at the discretion of the Athletic Director and/or Building Principal.)
- NOTE:** Athletic positions shall be filled according to the Delaware Inter-scholastic Athletic Association (DIAA) regulations.

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District.
2. Previous coaching experience in \_\_\_\_\_.
3. Knowledge and background in \_\_\_\_\_.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Assist the Head Coach in carrying out his/her duties.
2. Knowledge of the District, state, and league rules. Must be certified in Cardiopulmonary Resuscitation (CPR).
3. Help with supervision and conduct practices and contests in a safe manner.
4. Help with supervision of athletes after practices and games/contests until they leave the school grounds.
5. Maintain a professional appearance.
6. Accountable to the Head Coach for all equipment and uniforms used in their program.
7. Work toward building and teaching good sportsmanship, cooperative work ethic, and responsibility.
8. Teach fundamentals of the sport as outlined by the Head Coach.
9. Work towards developing good public relations with the parents, school, booster club, and community.
10. Communicate any player or parent concerns to the Head Coach and/or Athletic Director.
11. Direct injured players to the nurse and report injuries to the nurse. Keep emergency cards on athletes with you at all times.
12. Submit team records, awards, and obligations for lost or missing uniforms and equipment at the end of the season.



**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Cheerleading Coach – Middle School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Athletic Director and/or Building Principal
- TERM:** 1 Season/Year (Continued appointment beyond 1 year will be at the discretion of the Athletic Director and/or Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District.
2. Previous cheerleader coaching experience.
3. Either high school and/or college experience as a cheerleader.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Responsible for the directing, supervising, and sequential training of the cheerleaders.
2. Responsible for the conduct of the cheerleaders at practice sessions and at all contests.
3. Leads and directs the cheerleaders in such a way as to encourage spirit and good sportsmanship throughout the school.
4. Responsible for uniforms and supplies.
5. Supervise all cheerleaders after practices and games/contests until they leave the school grounds.
6. Sees that the cheerleaders carry out all of the duties set forth in their constitution.
7. Conducts a clinic for tryouts and selects the judges for the tryouts.
8. Attends a variety of home varsity contests.
9. Responsible for issuing awards to deserving cheerleaders.
10. Responsible for duties relating to cheerleading as may be directed by the Athletic Director and/or principal.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Choir Director – Middle School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

Must be a certified music teacher.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Build and maintain a successful choral program.
2. Hold and direct sectionals before or after school – minimum of 10 hours per marking period (or the equivalent from October to May).
3. Perform at the Holiday and Spring Concerts as well as one or more festival performances.
4. Keep accurate attendance records and assessment results.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Orchestra Director – Middle School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

Must be a certified music teacher who works at least part-time in the building where the position exists.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Build and maintain a successful orchestra(s) and orchestral program.
2. Hold and direct before or after school rehearsals with the full orchestra, sectionals, and/or small ensembles derived from the full orchestra such as string quartets and the like.
3. Provide performing opportunities for the orchestra(s) in the school – minimum of 2 per school year.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Concert Band Director – Middle School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

Must be a certified music teacher.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Build and maintain a successful concert band(s) and band program.
2. Hold and direct sectionals before or after school – minimum of 3 hours per week (or the equivalent) from October to May.
3. Perform at the Holiday and Spring Concerts as well as one or more festival performances.
4. Keep accurate attendance records and assessment results.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Jazz Band Director – Middle School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

Must be a certified music teacher and have specialized training or education in jazz music.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Build and maintain a successful jazz band and jazz program.
2. Teach jazz techniques, including but not limited to: phrasing, improvisation, style, and articulation.
3. Hold and direct before or after school rehearsals – minimum of 90 minutes per week (or the equivalent) from October to May.
4. Provide performance opportunities for the ensemble – minimum of 2 per year.
5. Keep accurate attendance records and assessment results.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Drama Director – Middle School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Building Principal
- TERM:** 1 Production (Continued appointment beyond 1 production will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District preferred but not required.
2. Must have specialized training or education in drama production.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Build and maintain a successful drama program.
2. Teach performing techniques, including but not limited to: acting, improvisation, style, and stage deportment.
3. Hold and direct rehearsals before or after school – minimum of 2 hours per week (or the equivalent) from \_\_\_\_\_ to \_\_\_\_\_.
4. Provide performance opportunities for the ensemble – minimum of 2 performances per production.
5. Keep accurate attendance records and assessment results.
6. Coordinate efforts of parents to assist with publicity, program ad sales, costumes, etc.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Musical Director – Middle School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Building Principal
- TERM:** 1 Musical Production (Continued appointment beyond 1 production will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

Must be a certified music teacher and have specialized training or education in drama production.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Build and maintain a successful musical drama program.
2. Teach performing techniques, including but not limited to: acting, improvisation, style, and stage musicianship.
3. Hold and direct rehearsals before or after school – minimum of 2 hours per week (or the equivalent) from \_\_\_\_\_ to \_\_\_\_\_.
4. Provide performance opportunities for the ensemble – minimum of 2 performances per production.
5. Keep accurate attendance records and assessment results.
6. Coordinate efforts of parents to assist with publicity, program ad sales, costumes, etc.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Newspaper Advisor – Middle School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Building Principal
- TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Possess good organizational/leadership skills.
2. Ability to work within a budget.
3. Ability to meet established deadlines.
4. Availability to travel with students when required.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Must have a minimum membership of 10 students.
2. Must hold regular student meetings after school hours (1 per month – minimum).
3. Supervise and assist students effectively to carry out established functions.
4. Provide time and supervision, as needed, for students to conduct activities.
5. Prepare and submit required registrations (i.e., dues, transportation, parental permission, registration, etc.) as needed throughout the school year.
6. Ensure the publication of a minimum of 4 editions of school newspaper annually.



**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Yearbook Advisor – Middle School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Building Principal
- TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Possess good organizational/leadership skills.
2. Ability to work within a budget.
3. Ability to meet established deadlines.
4. Availability to travel with students when required.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Must have a minimum membership of 10 students.
2. Must hold regular student meetings after school hours (1 per month – minimum).
3. Supervise and assist students effectively to carry out established functions.
4. Provide time and supervision, as needed, for students to conduct activities.
5. Prepare and submit required registrations (i.e., dues, transportation, parental permission, registration, etc.) as needed throughout the school year.
6. Ensure the publication of the yearbook.
7. Serve as liaison with faculty, yearbook staff, and publisher.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Audiovisual Director – Middle School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**NOTE:** The A. V. Director is not responsible for:

1. Computers and all technologies associated with their utilization and maintenance.
2. Televisions permanently installed in classrooms or other spaces.
3. Television production equipment.
4. The production of theatrical events and all responsibilities associated therein.
5. Ceiling mounted projectors.

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District who works in the building where the position exists.
2. Knowledge in the use of all forms of instructional media.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Responsible for all forms of instructional media excluding those which are permanently installed in classrooms (televisions, computers, chalkboards, etc.).
2. Set up and supply necessary audiovisual equipment for staff during school hours and after school hours and for functions/events within building (in-service workshops).
3. Inventory all equipment designated for whole building usage.
4. Securely store all equipment and report any inconsistencies in the inventory to the administration. Prior to storage, all equipment will be examined, tested, and cleaned.
5. Repair equipment or send out to facility to repair (if cost efficient).
6. Based on existing inventory and teacher requests, the Audiovisual Director will order new equipment throughout the year. This includes maintaining necessary parts needed to properly run audio and video equipment.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Career and Technical Student Organizations [Business Professionals of America (BPA); Family, Career, and Community Leaders of America (FCCLA); and Technology Student Association (TSA)] – Middle School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Appropriate certification and skill in all areas of certification.
2. Ability to train and assist students in preparation for competitive events.
3. Good organizational/leadership skills.
4. Ability to work within a budget.
5. Meets established deadlines.
6. Availability to travel with students.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Must hold regularly scheduled student meetings after school hours (2 per month – minimum).
2. Must have a minimum membership of 10 students.
3. Provide after school time and supervision as needed for students to prepare for competitive events – individual or group competitions.
4. Prepare and submit required registrations (i.e., budgets, dues, transportation, parental permissions, registration, hotel accommodations, etc.) as needed throughout the school year – including funding requests.
5. Accompany students to at least 1 state conference per year. (Leadership – fall and/or State Competition – spring. State Competition is preferred if only 1 is chosen.)
6. Accompany or arrange for a qualified chaperone to accompany students qualifying for national conference.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** School Store Manager – Middle School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Possess good organizational/leadership skills.
2. Ability to work within a budget.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Adequately supervise running of school store during established hours of operation.
2. Supervise and assist students effectively to carry out established functions.
3. Purchase inventory and maintain accurate records.
4. Maintain accurate financial records.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Intramural Advisor – Middle School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Building Principal
- TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District who works in the building where the position exists.
2. Previous experience as an intramural coach is desirable.
3. Knowledge of the overall operation of the intramural activity program.
4. Good organizational and leadership skills.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Administer all intramural activity policies and procedures.
2. Attend all intramural meetings pertaining to intramural activities.
3. Must be certified in Cardiopulmonary Resuscitation (CPR).
4. Must hold regular student activities after school hours.
5. Responsible for the overall supervision of his/her program. Supervise and assist students effectively.
6. Responsible for verifying eligibility including medical conditions that may hinder student participation.
7. Work toward building and teaching good sportsmanship, cooperative work ethic, and responsibility.
8. Conduct activities in a safe manner.
9. Supervise all participants after each activity until they leave the school grounds.
10. Manage equipment and facilities in a responsible manner.
11. Notify the Athletic Director and/or an administrator of any defective or damaged equipment and the need for new equipment.
12. Keep emergency cards on players with you at all times.
13. Report any injuries to the parent and school nurse.
14. Work with the Athletic Director and/or an administrator to develop the schedule of activities.
15. Provide rules, regulations, and schedules to the players, parents, and administrator.
16. Supervise the awarding of intramural certificates and other commendations to participants and school officials.
17. Evaluate and seek ways to improve the intramural activity program.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Club Advisor (Mathematics League, Science Olympiad, etc.) – Middle School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Good organizational/leadership skills.
2. Ability to work within a budget.
3. Meets established deadlines.
4. Availability to travel with students when required.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Must hold regular student meetings after school hours (minimum: 1 per month during appropriate months).
2. Must have a minimum membership of 10 students and/or 1 team.
3. Supervise and assist students effectively.
4. Provide time and supervision, as needed, for students to conduct activities.
5. Prepare and submit required registrations (i.e., dues, transportation, parental permission, registration, etc.) as needed throughout the school year.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Department Chairperson – Middle School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District who works in the building where the position exists.
2. Good organizational/leadership skills.
3. Meets established deadlines.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Conduct monthly department meetings and issue an agenda, monthly minutes, and attendance records to the administration.
2. Complete and maintain an inventory of all textbooks, teacher materials, supplemental instructional resources, and supplies, providing such inventory to the administration.
3. Serve as liaison between department members and administration.
4. Serve as liaison with the District content specialist if there is a content specialist for the subject area.
5. Manage the department budget.
6. Order all materials for the department.
7. Plan the department goals and objectives.
8. Contact teachers and substitutes for concerns and/or problems.
9. Acclimate new teachers.
10. Attend District-level meetings as related to department issues.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Team Leader – Middle School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

Must be a certificated and/or professionally licensed non-administrative employee of the Brandywine School District who works in the building where the position exists.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Coordinate, conduct, and facilitate monthly team meetings.
2. Prepare and submit meeting minutes.
3. Develop and implement team initiatives consistent with school goals.
4. Monitor program implementation.
5. Use data to make informed team decisions.
6. Represent team to building leadership team.
7. Recommend budgetary needs and allocations.
8. Provide leadership for team members.



**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Concert Band Director - Elementary School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

Must be a certified music teacher who works at least part-time in the building where the position exists.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Build and maintain a successful band(s) and band program.
2. Hold and direct before or after school rehearsals with the full band, sectionals, and/or small ensembles derived from the full band.
3. Provide performing opportunities for the band(s) in the school – minimum of 2 per school year.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Jazz Band Director – Elementary School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal.

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

Must be a certified music teacher and have training or education in jazz music.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Build and maintain a successful jazz band and jazz program.
2. Teach jazz techniques, including but not limited to: phrasing, improvisation, style, and articulation.
3. Hold and direct before or after school rehearsals – minimum of 1 hour per week (or the equivalent) from December to May.
4. Provide performance opportunities for the ensemble – minimum of 2 per year.
5. Keep accurate attendance records.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Choir Director – Elementary School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

Must be a certified music teacher who has training or education in choral music and works at least part-time in the building where the position exists.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Provide performance opportunities for the ensemble(s) – a minimum of 2 per year, which will include at least one “full group” rehearsal prior to the performance.
2. Build and maintain a successful choral program and successful choruses.
3. Hold and direct before or after school rehearsals with the full choir and/or small ensembles derived from the full choir.
4. Keep accurate attendance records for performances and rehearsals.
5. Teach choral techniques, including but not limited to: blend, balance, phrasing, style, good tone production and quality, proper breathing, and proper vowel formation.
6. Provide opportunities for the choral program to be part of district, state, regional, and national music festivals.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Orchestra Director - Elementary School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

Must be a certified music teacher who works at least part-time in the building where the position exists.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Build and maintain a successful orchestra(s) and orchestral program.
2. Hold and direct before or after school rehearsals with the full orchestra, sectionals, and/or small ensembles derived from the full orchestra such as string quartets and the like.
3. Provide performing opportunities for the orchestra(s) in the school – minimum of 2 per school year.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Yearbook Advisor – Elementary School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District who works in the building where the position exists.
2. Knowledge of or willingness to learn applicable software program.
3. Possess good organizational skills.
4. Ability to work within a budget.
5. Ability to meet established deadlines.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Discuss and confirm yearbook contract with publisher.
2. Select yearbook preferences and submit to publisher prior to deadline date.
3. Utilize software program to create yearbook.
4. Work closely with publisher to ask questions on an as needed basis.
5. Create portrait pages.
6. Create activity pages.
7. Manage advertising/sales.
8. Create and maintain database to track purchases (manual or computerized).
9. Distribute yearbooks.
10. Liaison with PTA for fundraising activities.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** Club Advisor (Odyssey of the Mind, Meaningful Economics, Math 24, Leader Corps, etc.) – Elementary School

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Building Principal

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District who works in the building where the position exists.
2. Good organizational/leadership skills.
3. Ability to work within a budget.
4. Meets established deadlines.
5. Availability to travel with students when required.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. May hold regular student meetings/activities after school hours (minimum: 1 per month during appropriate months).
2. Supervise and assist students effectively.
3. Provide time and supervision, as needed, for students to conduct activities.
4. Prepare and submit required registrations (i.e., dues, transportation, parental permission, registration, etc.) as needed throughout the school year.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Team Leader – Elementary School
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Building Principal
- TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the Building Principal.)

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District who works in the building where the position exists.
2. Good organizational/leadership skills.
3. Meets established deadlines.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Communicate information to team members from administration or other sources.
2. Act as a liaison between team and administration.
3. Order books and supplies for team.
4. Attend monthly meetings with principal to obtain and share information of interest to team members.
5. Meet with team members (separate from PLC) on a regular basis.
6. Facilitate data collection and team planning.

**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

- JOB TITLE:** Lead Teacher – Driver Education
- SALARY:** Based on established EPER Schedule
- REPORTS TO:** Appropriate District Administrator
- TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the appropriate District Administrator.)

**PREFERRED QUALIFICATIONS:**

1. Certified driver education teacher in the Brandywine School District.
2. Minimum of 3 years of related driver education work experience.
3. Must have a valid and current Delaware driver’s license.
4. Knowledge of State of Delaware laws, rules, and regulations of the road.
5. Strong work ethic and clear focus on attention to detail and accuracy.
6. Ability to organize and communicate work plans and programs.
7. Commitment to on-going professional development.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Assists in scheduling driver education professional development and in-service meetings.
2. Serves as liaison between the driver education teachers and the Brandywine School District administration and the Delaware Department of Education (DDOE).
3. Provides coordination of driver education activities in the District.
4. Assists in providing continuity in the District’s driver education program.
5. Provides input into improving the District’s driver education program.
6. Serves as a resource to the pre-K Ed Services Department and to team members in the District.
7. Attends pre-K Ed Services meetings as necessary.
8. Responsible for answering driver education questions raised by students, parents, and the community.
9. Serves as a representative of team members at meetings with the DDOE.



**BRANDYWINE SCHOOL DISTRICT  
ANNUAL EPER POSITION DESCRIPTION**

**JOB TITLE:** District Team Leader (for employees whose assignments are outside of the classroom)

**SALARY:** Based on established EPER Schedule

**REPORTS TO:** Appropriate District Administrator

**TERM:** 1 Year (Continued appointment beyond 1 year will be at the discretion of the appropriate District Administrator.)

**PREFERRED QUALIFICATIONS:**

1. Certificated and/or professionally licensed non-administrative employee of the Brandywine School District.
2. Good organizational/leadership skills.
3. Meets established deadlines.

**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Serves as representative for the team members by attending meetings as requested by District Office/Special Services.
2. Assists in the orientation of new staff and substitutes.
3. Assists in scheduling professional development and in-service programs.
4. Coordinates regular meetings among District team members.
5. Acts as liaison between team members and administration.
6. Serves as a representative of team members at meetings with the Delaware Department of Education.
7. Serves as a resource to the Department of Special Services and to practicing team members in the District.