

**AMENDMENT TO THE CONTRACT BETWEEN THE
MILLCREEK-WEST UNITY EDUCATION ASSOCIATION
AND THE MILLCREEK-WEST UNITY LOCAL SCHOOL DISTRICT BOARD OF EDUCATION**

This Amendment to the Contract by and between the Millcreek-West Unity Local School District Education Association (hereafter the "Association") and the Millcreek-West Unity Local School District Board of Education (hereafter the "Board"),

WHEREAS the Board and the Association are parties to a collective bargaining agreement, the effective dates of which are July 1, 2014 through June 30, 2017 (hereafter the "Agreement"), and

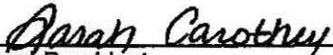
WHEREAS, the Agreement contained a reopener provision regarding wages;

WHEREAS, the parties have met and reached agreement regarding the terms of the reopener.

IT IS NOW THEREFORE AGREED as follows:

1. The Agreement shall be amended to include the attached salary schedule for the 2016-2017 school year.
2. All other terms and conditions set forth in the Agreement not specifically addressed herein shall remain as originally agreed to by the parties.

**MILLCREEK-WEST UNITY LOCAL SCHOOL
DISTRICT BOARD
OF EDUCATION**

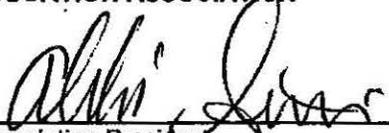


Board President



Board Treasurer

**MILLCREEK-WEST UNITY
EDUCATION ASSOCIATION**



Association President

4-19-16

**MEMORANDUM OF UNDERSTANDING
BETWEEN
MILLCREEK-WEST UNITY LOCAL SCHOOL DISTRICT BOARD OF EDUCATION
AND
MILLCREEK-WEST UNITY EDUCATION ASSOCIATION**

This Memorandum of Understanding is agreed to this 21st day of Sept., 2015, by and between the **MILLCREEK-WEST UNITY LOCAL SCHOOL DISTRICT BOARD OF EDUCATION** ("Board") and the **MILLCREEK-WEST UNITY EDUCATION ASSOCIATION** ("Association").

WHEREAS, the Board and the Association are Parties to an Agreement ("Agreement") which expires on June 30, 2017; and

WHEREAS, the Parties desire to revise the job description for the Weight Room Supervisor position and,

WHEREAS, the Board and the Association have resolved to enter into this Memorandum of Understanding to enact the changes described herein.

NOW, THEREFORE, the Board and the Association agree to the following:

1. The Weight Room Supervisor job description attached hereto shall delete the current job description for Strength Coach and replace it with Weight Room Supervisor. The Weight Room Supervisor shall remain a supplemental position and at the same negotiated salary as Strength Coach.
2. Except as delineated above, this Memorandum does not alter, modify or change any existing provision of the Agreement currently in effect between the parties or Board policy.
3. This Memorandum shall constitute the full and complete understanding of the Parties concerning this subject matter, and any amendments or modifications shall be in writing and signed by the Parties.

IN WITNESS WHEREOF, the duly authorized representative of the **MILLCREEK-WEST UNITY LOCAL SCHOOL DISTRICT BOARD OF EDUCATION** and the **MILLCREEK-WEST UNITY EDUCATION ASSOCIATION** have executed this Memorandum on the dates opposite their signatures.

**MILLCREEK-WEST UNITY LOCAL SCHOOL
DISTRICT BOARD OF EDUCATION**

Date: 9/21/2015

By: *Paran Carrothy*
Board President

Date: 9/21/2015

By: 
Treasurer

**MILLCREEK-WEST UNITY EDUCATION
ASSOCIATION**

Date: 9-25-15

By: 

MILLCREEK-WEST UNITY SCHOOLS - IRN 050633

CERTIFIED SALARY SCHEDULE 2016-2017

3%

| <u>YEARS</u> | <u>BACHELORS</u> | | <u>5-YEAR</u> | | <u>MASTERS</u> | |
|--------------|------------------|------|---------------|-------|--------------------------|------|
| 0 | 31,166 | 1.00 | 32,413 | 1.040 | 34,283 | 1.10 |
| 1 | 32,413 | 1.04 | 33,816 | 1.085 | 35,841 | 1.15 |
| 2 | 33,660 | 1.08 | 35,218 | 1.130 | 37,400 | 1.20 |
| 3 | 34,906 | 1.12 | 36,621 | 1.175 | 38,958 | 1.25 |
| 4 | 36,153 | 1.16 | 38,023 | 1.220 | 40,516 | 1.30 |
| 5 | 37,400 | 1.20 | 39,425 | 1.265 | 42,075 | 1.35 |
| 6 | 38,646 | 1.24 | 40,828 | 1.310 | 43,633 | 1.40 |
| 7 | 39,893 | 1.28 | 42,230 | 1.355 | 45,191 | 1.45 |
| 8 | 41,140 | 1.32 | 43,633 | 1.400 | 46,749 | 1.50 |
| 9 | 42,386 | 1.36 | 45,035 | 1.445 | 48,308 | 1.55 |
| 10 | 43,633 | 1.40 | 46,438 | 1.490 | 49,866 | 1.60 |
| 11 | 44,880 | 1.44 | 47,840 | 1.535 | 51,424 | 1.65 |
| 12 | 46,126 | 1.48 | 49,243 | 1.580 | 52,983 | 1.70 |
| 13 | 47,373 | 1.52 | 50,645 | 1.625 | 54,541 | 1.75 |
| 14 | 48,619 | 1.56 | 52,048 | 1.670 | 56,099 | 1.80 |
| 15 | 49,866 | 1.60 | 53,450 | 1.715 | 57,658 | 1.85 |
| 16 | 51,113 | 1.64 | 54,853 | 1.760 | 59,216 | 1.90 |
| 18 | 52,359 | 1.68 | 56,255 | 1.805 | 60,774 | 1.95 |
| 21 | 53,606 | 1.72 | 57,658 | 1.850 | 62,333 | 2.00 |
| 24 | 54,853 | 1.76 | 59,060 | 1.895 | 63,891 | 2.05 |
| 27 | 56,099 | 1.80 | 60,463 | 1.940 | 65,449 = (2.10 x 31,166) | |

MILLCREEK WEST UNITY SCHOOLS

SUPPLEMENTAL SALARY SCHEDULE

2016-2017- 3%

P. 1

\$31,166 Base: Bachelors Zero

| Position Title | 0-2 Years | Contract \$ | 3-5 Years | Contract \$ | 6+ Years | Contract \$ |
|--|-----------|-------------|-----------|-------------|----------|-------------|
| Athletic Trainer | 0.190 | \$ 5,922 | 0.195 | \$ 6,077 | 0.200 | \$ 6,233 |
| Athletic Director | 0.170 | \$ 5,298 | 0.180 | \$ 5,610 | 0.200 | \$ 6,233 |
| Assistant Athletic Director | 0.090 | \$ 2,805 | 0.110 | \$ 3,428 | 0.130 | \$ 4,052 |
| Varsity Football/Volleyball/Basketball | 0.160 | \$ 4,987 | 0.170 | \$ 5,298 | 0.190 | \$ 5,922 |
| Varsity Golf/Cross Country/Softball/Baseball/Track | 0.110 | \$ 3,428 | 0.120 | \$ 3,740 | 0.140 | \$ 4,363 |
| Jr Varsity Coach - FB(2)/VB(1)/Basketball(1) | 0.092 | \$ 2,867 | 0.110 | \$ 3,428 | 0.130 | \$ 4,052 |
| Assistant Coach Football/Baseball/Softball/Track | 0.064 | \$ 1,995 | 0.080 | \$ 2,493 | 0.090 | \$ 2,805 |
| 9th Grade Basketball | 0.064 | \$ 1,995 | 0.080 | \$ 2,493 | 0.090 | \$ 2,805 |
| Jr High Football/Volleyball/Basketball | 0.060 | \$ 1,870 | 0.075 | \$ 2,337 | 0.090 | \$ 2,805 |
| Jr High Track | 0.056 | \$ 1,745 | 0.070 | \$ 2,182 | 0.085 | \$ 2,649 |
| Jr High Golf | 0.040 | \$ 1,247 | 0.050 | \$ 1,558 | 0.060 | \$ 1,870 |
| Elementary Basketball | 0.024 | \$ 748 | 0.030 | \$ 935 | 0.040 | \$ 1,247 |
| Weight Room Supervisor | 0.054 | \$ 1,683 | 0.065 | \$ 2,026 | 0.080 | \$ 2,493 |
| Varsity-Reserve Cheerleading Advisor Full Season | 0.095 | \$ 2,961 | 0.115 | \$ 3,584 | 0.135 | \$ 4,207 |
| Varsity-Reserve Cheerleading Advisor One Sport | 0.045 | \$ 1,402 | 0.055 | \$ 1,714 | 0.065 | \$ 2,026 |
| Jr High Cheerleading Advisor Full Season | 0.075 | \$ 2,337 | 0.083 | \$ 2,587 | 0.091 | \$ 2,836 |
| Marching & Pep Band Director | 0.025 | \$ 779 | 0.030 | \$ 935 | 0.035 | \$ 1,091 |
| Vocal Music Director-Choir | 0.025 | \$ 779 | 0.030 | \$ 935 | 0.035 | \$ 1,091 |

EXPERIENCE CREDIT COACHES ————— Coaches moving to a lower level in the same sport will receive credit.
 Coaches moving to a higher level in the same sport will not receive credit.
 New Head Coaches to the district will be given experience credit.

**MILLCREEK WEST UNITY SCHOOLS
SUPPLEMENTAL SALARY SCHEDULE
2016-2017**

| \$31,166 Base: Bachelors Zero | | | | | | |
|---|---|--------------------|------------------|--------------------|-----------------|--------------------|
| Position Title | 0-2 Years | Contract \$ | 3-5 Years | Contract \$ | 6+ Years | Contract \$ |
| Senior/Sophomore/Freshman Class Advisor | 0.020 | \$ 623 | 0.025 | \$ 779 | 0.030 | \$ 935 |
| Junior Class Advisor | 0.040 | \$ 1,247 | 0.050 | \$ 1,558 | 0.060 | \$ 1,870 |
| Student Council Advisor | 0.024 | \$ 748 | 0.030 | \$ 935 | 0.035 | \$ 1,091 |
| Yearbook Advisor -After School | 0.080 | \$ 2,493 | 0.100 | \$ 3,117 | 0.120 | \$ 3,740 |
| -During School | 0.060 | \$ 1,870 | 0.070 | \$ 2,182 | 0.080 | \$ 2,493 |
| Drama Club Advisor | 0.028 | \$ 873 | 0.035 | \$ 1,091 | 0.042 | \$ 1,309 |
| Musical/Play Production | 0.035 | \$ 1,091 | 0.042 | \$ 1,309 | 0.049 | \$ 1,527 |
| Assistant Musical/Play Production | 0.020 | \$ 623 | 0.025 | \$ 779 | 0.030 | \$ 935 |
| Musical/Choir Pianist | 0.010 | \$ 312 | 0.015 | \$ 467 | 0.020 | \$ 623 |
| National Honor Society Advisor | 0.016 | \$ 499 | 0.020 | \$ 623 | 0.025 | \$ 779 |
| Science Fair Advisor | 0.024 | \$ 748 | 0.030 | \$ 935 | 0.040 | \$ 1,247 |
| High School Quiz Bowl Advisor | 0.024 | \$ 748 | 0.030 | \$ 935 | 0.040 | \$ 1,247 |
| Elementary and Jr High Quiz Bowl | 0.024 | \$ 748 | 0.030 | \$ 935 | 0.035 | \$ 1,091 |
| District Flat Rate Stipends | | | | | | |
| Freshman Volleyball Coach | \$1000 Flat Rate for Season | | | | | |
| Mentor Coordinator & Resident Educator Mentor | \$750/Mentor-Yr 1&2; \$500/mentor-Yr 3&4;Max \$2000- Mentor Coordinator | | | | | |
| Intervention Assistance Team | \$150 Stipend Per Team Member | | | | | |
| Local Professional Development Committee | \$400 Stipend Per Committee Member - 4 Teachers, 1 Administrator | | | | | |
| Kindergarten Recognition Program | \$150 Stipend Per Kindergarten Teacher & Elementary Music Teacher | | | | | |

**MEMORANDUM OF UNDERSTANDING
BETWEEN
MILLCREEK-WEST UNITY LOCAL SCHOOL DISTRICT BOARD OF EDUCATION
AND
MILLCREEK-WEST UNITY EDUCATION ASSOCIATION**

This Memorandum of Understanding is agreed to this 21st day of Sept., 2015, by and between the **MILLCREEK-WEST UNITY LOCAL SCHOOL DISTRICT BOARD OF EDUCATION** ("Board") and the **MILLCREEK-WEST UNITY EDUCATION ASSOCIATION** ("Association").

WHEREAS, the Board and the Association are Parties to an Agreement ("Agreement") which expires on June 30, 2017; and

WHEREAS, the Parties desire to revise the job description for the Weight Room Supervisor position and,

WHEREAS, the Board and the Association have resolved to enter into this Memorandum of Understanding to enact the changes described herein.

NOW, THEREFORE, the Board and the Association agree to the following:

1. The Weight Room Supervisor job description attached hereto shall delete the current job description for Strength Coach and replace it with Weight Room Supervisor. The Weight Room Supervisor shall remain a supplemental position and at the same negotiated salary as Strength Coach.
2. Except as delineated above, this Memorandum does not alter, modify or change any existing provision of the Agreement currently in effect between the parties or Board policy.
3. This Memorandum shall constitute the full and complete understanding of the Parties concerning this subject matter, and any amendments or modifications shall be in writing and signed by the Parties.

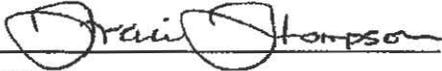
IN WITNESS WHEREOF, the duly authorized representative of the **MILLCREEK-WEST UNITY LOCAL SCHOOL DISTRICT BOARD OF EDUCATION** and the **MILLCREEK-WEST UNITY EDUCATION ASSOCIATION** have executed this Memorandum on the dates opposite their signatures.

**MILLCREEK-WEST UNITY LOCAL SCHOOL
DISTRICT BOARD OF EDUCATION**

Date: 9/21/2015

By: *Dorah Carothery*
Board President

Date: 9/21/2015

By: 
Treasurer

**MILLCREEK-WEST UNITY EDUCATION
ASSOCIATION**

Date: 9-25-15

By: 

MILLCREEK-WEST UNITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ATHLETIC TRAINER**

File 400

Reports to: High School Principal

Job Objective: Uses technical and manual skill to evaluate and manage athletic injuries.

- Minimum Qualifications:**
- Meets or exceeds the minimum athletic trainer standards established by the State Board Certification.
 - Comprehensive understanding of current interscholastic athletic program regulations.
 - Available to work irregular hours or a non-traditional schedule during the Fall, Winter, and Spring athletic seasons.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Maintains a record free of criminal violations that would prohibit public school employment.

- Essential Functions:**
1. **Manages the development, delivery and advancement of program activities. Provides direction, support and accountability to help students benefit from program participation.**
 - Works under the guidance of the Athletic Director. Confirms assigned responsibilities and work schedules before the start of the season.
 - Consults with staff to evaluate program needs. Requisitions program supplies/equipment.
 - Ensures required forms are on file and readily available (e.g., pre-participation physicals, medical authorizations, student fact sheets, etc.). Informs students about the importance of full medical disclosure (e.g., medical history, medications, injuries, treatment regimes, etc.).
 - Helps ensure equipment is appropriate for the physical development and skill level of participants.
 - Teaches physical enhancement skills. Identifies training and conditioning activities best suited for each sport. Instructs coaches, trainers and athletes in proper training techniques.
 - Assigns and monitors all tasks performed by student aides/helpers.
 - Oversees all orthopedic taping, bracing and therapeutic exercise activities.
 - Consults with athletes about sports nutrition information when requested.
 - Documents injuries that require treatment. Consults a physician when the extent of an injury is not clear. Helps with the treatment of serious injuries only under the direction of a physician.
 - Helps students manage athletic injuries. Evaluates, treats and monitors minor injuries (e.g., abrasions, lacerations, muscle strains, etc.). Documents care provided and medical supplies used.
 - Notifies parents/guardians when an injury occurs and reviews treatment options.
 - Reports injuries to the head coach. Consults with coaches regarding functional ability. Determines playing status of athletes when a physician has not evaluated the student's condition.
 - Maintains a status report for all injured athletes. Requires a physician's approval for an athlete to participate in practice sessions or contests following an injury requiring medical supervision.
 - Teaches/promotes sportsmanship (i.e., ethics, fairness, fellowship, respect, etc.).
 - Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct, and self-reliance skills.
 - Provides cardiopulmonary resuscitation (CPR), automated external defibrillator (AED) and/or Pupil Activity Validation (PAV) training for staff when qualified by current certification.
 - Recommends improvements that enhance the medical athletic training program.

2. **Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Encourages community involvement in school-sponsored activities.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Maintains an acceptable attendance record and is punctual.
 - Performs all aspects of the job. Contributes to an effective working/learning environment.
 - Respects privacy. Maintains the confidentiality of privileged information.
3. **Maintains open/effective communications. Serves as a reliable information resource.**
 - Prepares and maintains accurate records. Submits required paperwork on time.
 - Provides prompt notification of personal delays or absences.
 - Refers district policy interpretation questions to an appropriate administrator.
 - Seeks clarification when directives are unclear.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
4. **Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates skills as needed to use task-appropriate technology effectively.
5. **Takes precautions to protect student and staff safety. Helps supervisors manage risks.**
 - Implements effective pupil management procedures. Provides appropriate student supervision.
 - Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with district procedures and federal/state laws when dealing with discrimination, suspected child abuse/neglect or when inappropriate behavior is encountered.
6. **Performs other specific job-related duties as directed.**
 - Assists with unexpected and/or urgent situations as needed.
 - Helps implement workplace initiatives that advance district goals.
7. **Physical requirements.**
 - Able to lift, push or pull up to 30 lbs. frequently
 - Able to lift, push or pull up to 60 lbs. occasionally.
8. **Attendance at events**
 - Attends all varsity football games and home JV games.
 - Assists other fall sports teams on an "as needed" basis up to 2 hours per week..
 - Attends most varsity football practices.
 - Attends home boys and girls varsity basketball games.
 - Assists other Winter sports teams on an "as needed" basis up to 2 hours per week.
 - During spring sports season, assists teams on an "as needed" basis, up to 2 hours per week.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with workplace safety regulations, health laws and district procedures in all situations, and especially the following:

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Lifting and moving heavy items. Performing physical tasks for extended periods of time.
- Operating equipment and/or riding in a vehicle. Working in or near vehicular traffic.
- Repetitive balancing, bending, climbing, crouching, kneeling, reaching, or standing.

- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The Millcreek-West Unity School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
MILLCREEK-WEST UNITY LOCAL SCHOOL DISTRICT BOARD OF EDUCATION
AND
MILLCREEK-WEST UNITY EDUCATION ASSOCIATION**

This Memorandum of Understanding is agreed to this 21st day of Sept., 2015, by and between the **MILLCREEK-WEST UNITY LOCAL SCHOOL DISTRICT BOARD OF EDUCATION** ("Board") and the **MILLCREEK-WEST UNITY EDUCATION ASSOCIATION** ("Association").

WHEREAS, the Board and the Association are Parties to an Agreement ("Agreement") which expires on June 30, 2017; and

WHEREAS, the Parties desire to revise the job description for the Weight Room Supervisor position and,

WHEREAS, the Board and the Association have resolved to enter into this Memorandum of Understanding to enact the changes described herein.

NOW, THEREFORE, the Board and the Association agree to the following:

1. The Weight Room Supervisor job description attached hereto shall delete the current job description for Strength Coach and replace it with Weight Room Supervisor. The Weight Room Supervisor shall remain a supplemental position and at the same negotiated salary as Strength Coach.
2. Except as delineated above, this Memorandum does not alter, modify or change any existing provision of the Agreement currently in effect between the parties or Board policy.
3. This Memorandum shall constitute the full and complete understanding of the Parties concerning this subject matter, and any amendments or modifications shall be in writing and signed by the Parties.

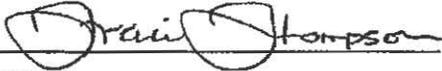
IN WITNESS WHEREOF, the duly authorized representative of the **MILLCREEK-WEST UNITY LOCAL SCHOOL DISTRICT BOARD OF EDUCATION** and the **MILLCREEK-WEST UNITY EDUCATION ASSOCIATION** have executed this Memorandum on the dates opposite their signatures.

**MILLCREEK-WEST UNITY LOCAL SCHOOL
DISTRICT BOARD OF EDUCATION**

Date: 9/21/2015

By: *Dorah Carothery*
Board President

Date: 9/21/2015

By: 
Treasurer

**MILLCREEK-WEST UNITY EDUCATION
ASSOCIATION**

Date: 9-25-15

By: 

**MILLCREEK-WEST UNITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **ATHLETIC TRAINER**

File 400

Reports to: High School Principal

Job Objective: Uses technical and manual skill to evaluate and manage athletic injuries.

- Minimum Qualifications:**
- Meets or exceeds the minimum athletic trainer standards established by the State Board Certification.
 - Comprehensive understanding of current interscholastic athletic program regulations.
 - Available to work irregular hours or a non-traditional schedule during the Fall, Winter, and Spring athletic seasons.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Maintains a record free of criminal violations that would prohibit public school employment.

- Essential Functions:**
1. **Manages the development, delivery and advancement of program activities. Provides direction, support and accountability to help students benefit from program participation.**
 - Works under the guidance of the Athletic Director. Confirms assigned responsibilities and work schedules before the start of the season.
 - Consults with staff to evaluate program needs. Requisitions program supplies/equipment.
 - Ensures required forms are on file and readily available (e.g., pre-participation physicals, medical authorizations, student fact sheets, etc.). Informs students about the importance of full medical disclosure (e.g., medical history, medications, injuries, treatment regimes, etc.).
 - Helps ensure equipment is appropriate for the physical development and skill level of participants.
 - Teaches physical enhancement skills. Identifies training and conditioning activities best suited for each sport. Instructs coaches, trainers and athletes in proper training techniques.
 - Assigns and monitors all tasks performed by student aides/helpers.
 - Oversees all orthopedic taping, bracing and therapeutic exercise activities.
 - Consults with athletes about sports nutrition information when requested.
 - Documents injuries that require treatment. Consults a physician when the extent of an injury is not clear. Helps with the treatment of serious injuries only under the direction of a physician.
 - Helps students manage athletic injuries. Evaluates, treats and monitors minor injuries (e.g., abrasions, lacerations, muscle strains, etc.). Documents care provided and medical supplies used.
 - Notifies parents/guardians when an injury occurs and reviews treatment options.
 - Reports injuries to the head coach. Consults with coaches regarding functional ability. Determines playing status of athletes when a physician has not evaluated the student's condition.
 - Maintains a status report for all injured athletes. Requires a physician's approval for an athlete to participate in practice sessions or contests following an injury requiring medical supervision.
 - Teaches/promotes sportsmanship (i.e., ethics, fairness, fellowship, respect, etc.).
 - Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct, and self-reliance skills.
 - Provides cardiopulmonary resuscitation (CPR), automated external defibrillator (AED) and/or Pupil Activity Validation (PAV) training for staff when qualified by current certification.
 - Recommends improvements that enhance the medical athletic training program.

2. **Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Encourages community involvement in school-sponsored activities.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Maintains an acceptable attendance record and is punctual.
 - Performs all aspects of the job. Contributes to an effective working/learning environment.
 - Respects privacy. Maintains the confidentiality of privileged information.
3. **Maintains open/effective communications. Serves as a reliable information resource.**
 - Prepares and maintains accurate records. Submits required paperwork on time.
 - Provides prompt notification of personal delays or absences.
 - Refers district policy interpretation questions to an appropriate administrator.
 - Seeks clarification when directives are unclear.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
4. **Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates skills as needed to use task-appropriate technology effectively.
5. **Takes precautions to protect student and staff safety. Helps supervisors manage risks.**
 - Implements effective pupil management procedures. Provides appropriate student supervision.
 - Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with district procedures and federal/state laws when dealing with discrimination, suspected child abuse/neglect or when inappropriate behavior is encountered.
6. **Performs other specific job-related duties as directed.**
 - Assists with unexpected and/or urgent situations as needed.
 - Helps implement workplace initiatives that advance district goals.
7. **Physical requirements.**
 - Able to lift, push or pull up to 30 lbs. frequently
 - Able to lift, push or pull up to 60 lbs. occasionally.
8. **Attendance at events**
 - Attends all varsity football games and home JV games.
 - Assists other fall sports teams on an "as needed" basis up to 2 hours per week..
 - Attends most varsity football practices.
 - Attends home boys and girls varsity basketball games.
 - Assists other Winter sports teams on an "as needed" basis up to 2 hours per week.
 - During spring sports season, assists teams on an "as needed" basis, up to 2 hours per week.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with workplace safety regulations, health laws and district procedures in all situations, and especially the following:

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Lifting and moving heavy items. Performing physical tasks for extended periods of time.
- Operating equipment and/or riding in a vehicle. Working in or near vehicular traffic.
- Repetitive balancing, bending, climbing, crouching, kneeling, reaching, or standing.

- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The Millcreek-West Unity School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements.