

## **JOB DESCRIPTIONS – Lakeland Joint School District No. 272**

Superintendent of Schools ([click here for job description superintendent](#))  
Assistant Superintendent ([click here for job description assistant superintendent](#))  
Director of Special Education ([click here for job description director of special education](#))  
Elementary Principal ([click here for job description elementary principal](#))  
Junior High Principal ([click here for job description junior high principal](#))  
Assistant Principal ([click here for job description assistant principal](#))  
Instructional Support Specialist (Reading Coach) ([click here for job description instructional support specialist](#))  
Social Emotional Behavior Specialist ([click here for job description social emotional behavior specialist](#))  
Speech Language Pathologist ([click here for job description speech language pathologist](#))  
Athletic Director ([click here for job description athletic director](#))  
Athletic Trainer ([click here for job description athletic trainer](#))  
Coach ([click here for job description coach](#))  
School Nurse ([click here for job description school nurse](#))  
Teacher ([click here for job description teacher](#))  
Substitute Teacher ([click here for job description substitute teacher](#))  
Teacher Aide ([click here for job description teacher aide](#))  
School Psychologist ([click here for job description school psychologist](#))  
Counselor ([click here for job description counselor](#))  
Librarian/Media Specialist ([click here for job description librarian/media specialist](#))  
Library/Media Center Aide ([click here for job description library/media center aide](#))

Director of Business and Operations ([click here for job description director of business...](#))  
Clerk/Substitute Coordinator ([click here for job description clerk/sub coordinator](#))  
Treasurer ([click here for job description treasurer](#))  
Human Resources Specialist ([click here for job description human resource...](#))  
Receptionist/Administrative Secretary ([click here for job description receptionist...](#))  
Administrative Secretary/Accounts Payable ([click here for job description accounts payable...](#))  
Administrative Secretary/Payroll ([click here for job description payroll...](#))

School Administrative Assistant ([click here for job description admin. assist...](#))  
School Secretary ([click here for job description school secretary](#))

Facilities director ([click here for job description facilities dir...](#))  
Lead Maintenance Worker ([click here for job description maintenance lead...](#))  
Maintenance Secretary ([click here for job description maintenance sec...](#))  
Mail Clerk ([click here for job description mail clerk](#))  
Maintenance Worker ([click here for job description maintenance work...](#))  
Grounds Keeper ([click here for job description grounds keeper](#))  
Day Custodian ([click here for job description day custodian](#))  
Night Custodian – School ([click here for job description night custodian](#))  
Part-Time Adult Maintenance Worker ([click here for job description pt adult maintenance](#))  
Part-Time Student Maintenance Worker ([click here for job description pt student maintenance](#))

Transportation Supervisor ([click here for job description trans... sup...](#))  
Assistant Transportation Supervisor ([click here for job description trans...assist...sup...](#))  
Transportation Secretary ([click here for job description trans...sec...](#))  
Lead Mechanic ([click here for job description lead mechanic](#))  
Mechanic ([click here for job description mechanic](#))  
Mechanic's Assistant ([click here for job description mechanic assist...](#))  
School Bus Driver ([click here for job description bus driver](#))

Technology Director ([click here for job description tech... dir...](#))  
Network Administrator ([click here for job description net... admin...](#))  
Technology Service Specialist ([click here for job description tech...serv...spec...](#))  
Technology Service Assistant ([click here for job description tech...serv...assist...](#))  
Food Service Secretary ([click here for job description food serv...sec...](#))

## **JOB DESCRIPTION**

### **TITLE:**

Superintendent of Schools

### **QUALIFICATIONS:**

1. At least ten years successful experience in teaching and school administration
2. A master's degree or higher
3. Education or endorsed for service in the State of Idaho by the State Department
4. Demonstrated leadership ability in working with students, staff, parents, and the general public

### **REPORTS TO:**

The Board of Trustees

### **SUPERVISES:**

Directly or indirectly, every district employee

### **JOB GOAL:**

To inspire, lead, guide, and direct every member of the administrative, instructional and supportive services staff in setting and achieving the highest standards of excellence, so that each individual student enrolled in the district may be provided with a complete, valuable, meaningful, and personally rewarding education. Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present overriding awareness of and concern for their impact upon each individual student's education

## **PERFORMANCE RESPONSIBILITIES: (Typical tasks include but shall not be limited to:)**

### General

1. Serves as Chief Executive Officer for the District and to the Board of Trustees
2. Enforces all board policies, state and federal laws pertaining to schools
3. Supervises the preparation and filing of reports required by the federal government, State Department of Education and the Board of Trustees
4. Represents the district and is responsible for all implementation of Federal Programs
5. Establishes and maintains a program of positive public relations to keep the public well informed of the activities and needs of the district
6. Delegates at own discretion to other employees the exercise of any powers for the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for action taken
7. Establishes procedures to adequately maintain records for the schools and the district including a system of financial accounts, equipment and property inventories, personnel files, enrollment and attendance data and student permanent files
8. Establishes a program to adequately maintain, clean, repair or replace school buildings, equipment and playgrounds
9. Carries out the policies and regulations of the District governing the use of school properties for school or community purposes
10. Creates the necessary administrative regulations and gives such instructions to school employees and students as may be necessary to implement Board policy
11. Conducts such meetings of administrators, teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools
12. Develops innovative ideas and concepts and devises realistic plans and programs that may be adopted or implemented to execute those ideas
13. Serves as the District's contact with area legislators and other government officials to interpret the district's position on various issues
14. Prepares, maintains and regularly updates long range strategic plans for the educational program, for facility planning, and for demographic and financial projections
15. Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program and approves the special transfer of students in accordance with Board policy when conditions in a case warrant such action
16. Represents the district in its dealings with other school systems, institutions, agencies, community organizations and in negotiations for site acquisitions
17. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means

### Board

1. Prepares the agenda and attends all Board meetings except when his/her contract is being considered
2. Advises the Board on the need for new and/or revised policies and makes administrative rules and regulations deemed necessary to execute Board policies
3. Advises the Board on school law and finance
4. Enforces the policies, regulations and decisions of the Board and is responsible for their dissemination to school employees and the general public
5. Presents to the Board for approval recommendations for the annual school calendar
6. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary facts, information, and reports as are needed to insure the making of informed decisions
7. Informs and advises the Board about the programs, practices, and problems of the schools and keeps the Board informed of the activities operating under the Board's authority
8. Makes recommendations to the Board concerning the efficient transportation of pupils in accordance with the law and safety requirements

9. Directs staff negotiations with all personnel

10. Recommends to the Board sales of all property no longer required by the District and supervises the proper execution of such sales

11. Makes recommendations to the Board with reference to the location and size of new school sites; the location and size of new buildings; the plans for new school buildings; financing of site and school building acquisition; improvements, alterations, and changes in buildings and equipment

12. Represents the Board as liaison between the school district and the community

13. Assists the Board in developing goals and objectives which may realistically be met by the district

14. Performs such other tasks as may from time to time be assigned by the Board

#### Personnel

1. Establishes procedures for the recruitment, screening, selection and orientation of all district employees

2. Recommends the appointment, promotion, probation, demotion or discharge of all school employees

3. Establishes procedures for properly maintaining permanent personnel and pupil records

4. Develops a program for the supervision and evaluation of all certificated and non-certificated employees

5. Maintains and periodically updates a District Policy Manual and employee handbooks and sees that employees are informed of the same

6. Develops job descriptions for all staff positions in the district

7. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; and reviews all communications from employees made to the Board

8. Assigns and transfers employees as the interest of the district may dictate, and reports such action to the Board for information and record

9. Approves vacation schedules for all regular district employees

10. Suspends any employee for just cause and report such suspension to the Board at the next meeting for final action

11. Suspends or terminates any classified employee for just cause and report such suspension or termination to the Board at the next meeting for ratification or rejection of such action by the Board

#### Finance

1. Responsible for the financial planning of the district and the preparation of the annual operating budget recommendations followed by implementation of the approved budget

2. Arranges all appropriate audits are performed annually on school and district accounts

3. Oversees all purchasing for the District

4. Annually recommends salary and wage scales for all employees to the Board for approval

5. Establishes and maintains efficient procedures and effective controls for all expenditures of school or district funds in accordance with the adopted budget and policies of the Board

6. Maintains adequate programs of insurance to cover employees, students and the district from loss by peril or liability

#### Curriculum/Staff Development

1. Oversees district wide planning and implementation of curriculum

2. Recommends to the Board adoption of all courses of study, curriculum guides, and major changes in textbooks and time schedules to be used in the schools

3. Establishes a curriculum development program which utilizes staff in the study, monitoring, development and evaluation of K-12 curriculum on a continuing basis

4. Provides a quality program of staff development for all employees geared toward improving services and, in particular, improving the instructional program

**CONTRACT:** One to three years - to be arranged with the Board

**WORK YEAR:** Twelve months

**SALARY:** To be arranged with the Board

**BENEFITS:** Annual leave based upon tenure of service - minimum of 12 days per year and maximum of 31 days per year with maximum accumulation of 42 days

12 days per year sick leave

Medical and dental insurance coverage

State Retirement System

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Idaho Code and the Board's policy on evaluation of Administrative Personnel

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Employee)

Adopted: November 6, 1980

Revised: August 11, 1994

Reviewed: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

<b>TITLE:</b>	Assistant Superintendent
<b>QUALIFICATIONS:</b>	At least ten years successful experience in teaching and school administration A master's degree or higher Valid certification as a superintendent Demonstrated leadership ability in working with students, staff, parents, and the general public
<b>REPORTS TO:</b>	Superintendent
<b>SUPERVISES:</b>	Such certificated and noncertificated staff members as the superintendent may designate
<b>JOB GOAL:</b>	To assist the superintendent in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services

## **PERFORMANCE RESPONSIBILITIES: (Typical tasks include but shall not be limited to:)**

### General

1. Serves as the chief administrative officer of the district during the absence of the superintendent
2. Assists the superintendent with: supervision, evaluation, and directing the work of principals; studies and research in the areas of enrollment growth, staffing needs, building needs, and population trends; federal project applications and evaluations; school calendar options
3. Consults with certificated staff members about departmental problems, particularly problems regarding personnel and the implementation of Board policies and administrative rules
4. Shall be involved in negotiations as assigned.
5. Attends appropriate local, state, and national professional meetings
6. Assists the superintendent in general administrative operations and strategic long range planning
7. Reviews reports, policies or administrative regulations and prepares recommendations as assigned by the superintendent
8. Attends meetings or serves on such lay or staff committees as assigned by the superintendent
9. Supervises such personnel as the superintendent may assign either temporarily or regularly
10. Initially handles student problems or grievances referred from the schools and provides a recommendation to the Superintendent for disposition
11. Supervises the preparation and filing of applications, reports and evaluations of all federal, state, or special grant programs related to instruction. Coordinates with the Director of Business and Support Services so that financial requirements are met.
12. Coordinates programs or activities related to special instruction including:
  - a) Driver Education
  - b) Special Education
  - c) Title I
  - d) Substance Abuse
  - e) Adult Community Education
  - f) Alternative School
  - g) Summer School
  - h) Gifted and Talented
13. Assists the superintendent and professional staff in planning programs and the wise utilization of funds available through various federal programs
14. Communicates to the superintendent the requirements and needs of the district as perceived by staff members
15. Performs such other tasks and assumes such other responsibilities as the superintendent may from time to time assign or delegate

### Curriculum and Staff Development

1. Serves as Chairman of the District Curriculum Advisory Council
2. Guides the development, implementation, and evaluation of curriculum and instructional services
3. Communicates and interprets the approved curriculum to the Board, the administrative team, the staff, and the general public
4. Coordinates the efforts of teachers and committees in improving, updating and integrating the curriculum for all levels including the selection of textbooks and materials
5. Assumes a leadership role in developing curriculum for any course newly mandated by the State or the Board
6. Sits as the superintendent's designee on the District Professional Development Committee
7. Guides the planning, implementation and evaluation of the district's inservice and staff development programs for all personnel
8. Observes teachers in their classrooms upon request of principals, to offer insights for the enhancement of the teaching-learning situation
9. Directs the training of school principals in proper supervision and evaluation of teachers for improvement of instruction
10. Coordinates programs dealing with student teachers and interns
11. Plans and supervises the mentor program for all first year teachers and administrators
12. Offers significant leadership in fostering professional growth and building staff moral throughout the district
13. Oversees the accreditation reporting of schools and the periodic self-evaluations with resulting plans for improvements

### Personnel

1. Plans, directs, coordinates, and participates in the recruitment of certificated staff including the preparation and dissemination of placement bulletins
2. Helps screen applications, checks references, coordinates interview teams and recommends to the superintendent applicants for

Page 2 – Assistant Superintendent  
appointment by the Board

3. Screens and selects qualified substitute teachers and maintains a register of substitutes
4. Oversees the supervision/evaluation program for all certificated personnel
5. Conducts exit interviews of certificated personnel leaving the district
6. Plans and conducts a comprehensive orientation program for certificated employees new to the district
7. Assists in the development of personnel regulations
8. Develops and maintains a system for personnel records for certificated employees in order to provide a comprehensive, efficient, accurate record of all matters pertinent to employment, tenure, certification, retirement, leaves, transfer or promotion, etc.
9. In coordination with the Clerk and Human Resource Specialist, maintains statistical data on certificated employees and files all required I.B.E.D.S. reports with the State Department
10. Makes timely announcements of dates to be observed by applicants or employees to comply with state and district employment and certification requirements
11. Prepares and maintains statistical information on all certificated personnel and submits the necessary reports to the Superintendent and to the Board as needed
12. Interprets and clarifies personnel policies to certificated employees and resolves personnel grievances or complaints when requested by the superintendent
13. Shall provide consultation on matters pertaining to secondary and elementary scheduling and programs.

Public Information

1. Attends Board meetings and prepares such reports for the Board as the superintendent may request
2. Participates in the activities of and maintains liaison with various groups and organizations within the community to foster better school public relations
3. Supervises and coordinates the preparation of all district level publications such as staff bulletins, information brochures, etc.
4. At the superintendent's direction, serves as liaison between the district and the news media by supervising the preparation and distribution of news releases or special announcements about school, staff or Board activities
5. Assists the superintendent and building principals in developing and publishing the annual "school report cards" or other progress reports to district patrons
6. Maintains and regularly updates a file of community organizations and their officers and a mailing list of community groups
7. Develops and administers a program of employee information and recognition
8. Speaks at public meetings on issues of general or specific pertinence to district schools and programs

**CONTRACT:** One or two year contract

**WORK YEAR:** Twelve month for 220-230 contracted days of which 180 must be the regularly scheduled school days

**SALARY:** Salary and expenses to be arranged annually with the Board

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Idaho Code and the Board's policy on evaluation of administrative personnel

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Employee)

Adopted: November 6, 1980

Revised: August 10, 1992

Revised: April 11, 1994

Revised: August 11, 1997

Revised: August 13, 2001

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:**

Director of Special Education

**QUALIFICATIONS:**

1. A master's degree with academic training in special education
2. Qualified for the administrative exceptional child certificate with endorsement as director of special education
3. At least 5 years experience in public education, with at least 2 years teaching or supervising in the field of special education

**REPORTS TO:**

Superintendent

**SUPERVISES:**

Special education services staff

**JOB GOAL:**

To provide sound educational programs for children who cannot sufficiently benefit from regular classroom programs

**PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Supervision: Coordinates all special education programs in the district. Establishes procedures to process and place eligible pupils in special education classes from admission to dismissal. Acts as consultant to regular or special education teachers in providing for the needs of special education students.
2. Curriculum: Develops required and needed programs for students with disabilities through long term planning. Implements curriculum and program planning, and preservice and inservice training for teachers and paraprofessionals in the program.
3. Evaluation: Institutes procedures for the organization of evaluation teams in accordance with State and Federal guidelines. Assists with the comprehensive assessment of individual student needs. In conjunction with the building principals, evaluates all special education programs, facilities, curriculum, learning activities, materials and supplies, parent relationships, and teaching practices.
4. Equipment and Facilities: Assists in developing plans for physical facilities in establishing building eligibility, and makes recommendations on design, furnishings, and equipment.
5. Finance and Reporting: Submits reports and forms to the State Department of Education as necessary for the operation of an approved special education program. Keeps informed of the state of financial aid for special education. Develops budget recommendations and provides expenditure control on established budgets for special education.
6. Public Relations: Establishes channels of communication with the school organization and the community concerning exceptional children. Institutes and implements a Child Find system in accordance with State and Federal regulations.
7. Other: Shall perform such other duties as may be assigned by the superintendent.

**TERMS OF EMPLOYMENT:** Nine to ten months per year. Salary and expenses to be arranged annually with the Board

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative personnel.

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Employee)

Adopted: March 8, 1982

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

### **TITLE: Elementary School Principal**

#### **QUALIFICATIONS:**

1. Idaho Administrative Certificate endorsed for school principal
2. Enough experience and empathy as a public educator to support teachers in a meaningful way
3. Strong background in elementary curriculum, supervision and evaluation, student behavior, team building, curriculum integration, and character education
4. Excellent leadership, interpersonal, communication, and organizational skills
5. Growth mindset
6. Able to build capacity and support self-efficacy in others
7. Models integrity, authenticity, and transparency
8. Consistent pattern of high expectations and academic rigor for all students

#### **REPORTS TO:** Superintendent

#### **SUPERVISES:**

1. All certificated and classified staff serving in the school
2. Other resource and service personnel while functioning in the assigned school

**JOB SUMMARY:** To provide exemplary instructional leadership and managerial oversight in a safe and supportive learning environment. Champion the academic growth and overall well-being of each student in your school every day.

#### **PERFORMANCE RESPONSIBILITIES** (Typical tasks include but shall not be limited to):

##### School Leadership

1. Lead the school in accordance with federal and state law, administrative rules, and Board policy
2. Provide for the safety and security of the students, staff, and school environment
3. Communicate with Superintendent in a proactive and consistent manner
4. Initiate, design, and implement programs to meet the specific needs of the school (PLC, PBIS, MTSS/RTI, etc.)
5. Demonstrate knowledge and application of primary reading instruction, developmental milestones, and skill acquisition
6. Model collaborative behavior and lead effective/efficient collaboration at the building and across the district
7. Exercise leadership in school-level planning for improvement of instruction
8. Plan for and deliver Professional Learning for staff in alignment with building goals
9. Possess and share knowledge about current trends in educational leadership
10. Establish and maintain an engaging learning climate in the school
11. Coordinate transportation, custodial, child nutrition, BASE, and other support services
12. Act as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life
13. Provide accurate and timely student reports to the Superintendent
14. Work cooperatively with law enforcement authorities in maintaining a safe and secure school environment
15. Plan, schedule, and supervise required district emergency drills
16. Ensure your staff is aware and trained in emergency preparedness response according to the district's crisis response plan and emergency procedures manual
17. Build positive relationships with students, parents, staff, and patrons

##### Curriculum, Instruction, and Contact with Students

1. Supervise and monitor the school's instructional program and teaching process
2. Lead and oversee the annual master schedule development
3. Assist in the selection of appropriate instructional materials
4. Develop and maintain the academic and extracurricular program schedule, and assist in scheduling community use of the school building and grounds
5. Assume responsibility for the attendance, conduct, and health of the students



6. Greet students in a friendly and dependable manner during their morning arrival and supervise the dismissal of students at the end of the school day
7. Demonstrate concern, care and compassion for your students as you interact during the school day
8. Maintain high standards of student conduct and enforce the district's student discipline policy
9. Keep records of disciplinary action and perform follow-up communication with students, parents, teachers, and administrators
10. Develop and implement student handbooks and procedures for proper student conduct
11. Lead and participate in the planning and delivery of intervention and referral services for academically at-risk and challenged students, to include MTSS/RtI team leadership
12. Attend special events held to recognize student achievement and other school-sponsored activities/functions
13. Plan and supervise regularly scheduled parent/teacher conferences and student-led conferences
14. Actively pursue all cases of truancy and excessive absences and tardies
15. Maintain an active relationship with students and parents based on respect and understanding

#### Supervision and Evaluation

1. Assist in the recruiting, screening, hiring, training, assigning, and evaluating of the school's personnel
2. Supervise all personnel employed at the school
3. Be trained and possess a solid knowledge in the Danielson Framework for Teaching and coach for improved instruction
4. Ensure that teacher trainees are provided with direct assistance, to include close clinical supervision
5. Evaluate and counsel all staff members regarding their individual and group performance in accordance with district policy
6. Conduct regular staff meetings and professional learning opportunities for your staff

#### Financial and Office Management

1. Ensure the proper collection, safekeeping, and accounting of school activity funds
2. Ensure the proper accounting protocols when encumbering district funds
3. Initiate and supervise development of the annual budget, providing opportunity for staff input
4. Establish and maintain an efficient office system to support the administrative functions of the school
5. Maintain confidentiality and FERPA rights for student and personnel information
6. Supervise the preparation of all school records and reports
7. Participate in administrative, Board, and other meetings, as required or appropriate
8. Provide for adequate inventories of property under school jurisdiction

#### Other

1. Be responsible for understanding and abiding by the Code of Ethics for Idaho Educators
2. Represent the school district in a positive and professional manner at all times
3. Know and follow school district policy and chain of command
4. Perform other duties as assigned by the Superintendent

#### **EVALUATION:**

Performance of this position will be evaluated annually by the superintendent in conformance with district policy; Section 33-513, Idaho Code; and IDAPA 008.02.02.121.

#### **TERMS OF EMPLOYMENT:**

Annual contract

#### **NOTE:**

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:

I.C. § 33-512

I.C. § 33-513

Governance of Schools

Professional Personnel

I.C. § 33-515	Issuance of Renewable Contracts
I.C. § 33-1201	Certificate Required
I.C. § 33-1210	Information on Past Job Performance
IDAPA 08.02.02.026.01 School Principal Endorsement (Pre-K-12)	
IDAPA 08.02.02.121	Local District Evaluation Policy—School Principal
The Gun-Free Schools Act	Section 414(d)(2)

Board Approved: 2/13/2017

#### **JOB DESCRIPTION**

**TITLE:** Assistant Principal

**QUALIFICATIONS:**

1. A master's degree
2. Valid certification as an administrator
3. A minimum of two years of experience in the field of education, including experience as a classroom teacher
4. Such additions and/or alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Principal

**JOB GOAL:** To relieve the principal of such routine details as prevent him from fulfilling his chief responsibility of promoting the educational well being of each student in the school.

#### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Serves as principal in the absence of the regular principal
2. Assists the principal in the overall administration of the school
3. Supervises conduct within the school, and oversees all disciplinary procedures, keeping records of any disciplinary action
4. Assists in the preparation of teacher and student handbooks
5. Administers school rules regarding attendance
6. Supervises at the direction of the Principal and assists in the completion of administrative details and tasks required to maintain an efficient school operation.

**TERMS OF EMPLOYMENT:** Nine and three quarters to ten and one half months per year. Salary and work year to be established by the Board.

**Evaluation:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE \_\_\_\_\_  
(Employee)

Adopted: December 13, 1982

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

### **TITLE: Junior High School Principal**

#### **Qualifications:**

1. Idaho Administrative Certificate endorsed for school principal
2. Enough experience and empathy as a public educator to support teachers in a meaningful way
3. Strong background in middle level scheduling, curriculum, supervision and evaluation, student behavior, team building, technology, cross-curricular teaming, and adolescent brain research
4. Excellent leadership, interpersonal, communication, and organizational skills
5. Growth Mindset
6. Able to build capacity and support self-efficacy in others
7. Models integrity, authenticity, and transparency
8. Consistent pattern of high expectations and academic rigor for all students

#### **REPORTS TO:** Superintendent

#### **SUPERVISES:**

1. All certificated and classified staff serving in the school
2. Other resource and service personnel while functioning in the assigned school

**JOB SUMMARY:** To provide exemplary instructional leadership and managerial oversight in a safe and supportive learning environment. Champion the academic growth and overall well-being of each student in your school every day.

#### **PERFORMANCE RESPONSIBILITIES** (Typical tasks include but shall not be limited to):

##### School Leadership

1. Lead the school in accordance with federal and state law, administrative rules, and Board policy
2. Provide for the safety and security of the students, staff, and school environment
3. Communicate with Superintendent in a proactive and consistent manner
4. Initiate, design, and implement programs to meet the specific needs of the school (PLC, MTSS/RTI, cross-curricular, middle level transition, advanced learners, etc.)
5. Demonstrate knowledgeable and application of middle level curriculum, brain research, and optimal learning environments
6. Model collaborative behavior and lead effective/efficient collaboration at the building and across the district
7. Exercise leadership in school-level planning for improvement of instruction
8. Develop and deliver Professional Learning for staff in alignment with building goals and staff input
9. Possess and share knowledgeable about current trends in educational leadership
10. Establish and maintain an engaging learning climate in the school
11. Coordinate transportation, custodial, child nutrition, and other support services
12. Act as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life
13. Provide accurate and timely student reports to the Superintendent
14. Work cooperatively with law enforcement authorities in maintaining a safe and secure school environment
15. Plan, schedule, and supervise required district emergency drills
16. Ensure your staff is aware and trained in emergency preparedness response according to the district's crisis response plan and emergency procedures manual
17. Build positive relationships with students, parents, staff, and patrons

### Curriculum, Instruction, and Contact with Students

1. Supervise and monitor the school's instructional program and teaching process
2. Lead and oversee the annual master schedule development, with input from staff
3. Assist in the selection of appropriate instructional materials
4. Develop and maintain the academic and extracurricular program schedule, and assist in scheduling community use of the school building and grounds
5. Assume responsibility for the attendance, conduct, and health of the students
6. Greet students in a friendly and dependable manner during their morning arrival and supervise the dismissal of students at the end of the school day
7. Demonstrate concern, care and compassion for your students as you interact during the school day
8. Maintain high standards of student conduct and enforce the district's student discipline policy
9. Keep records of disciplinary action and perform follow-up communication with students, parents, teachers, and administrators
10. Develop and implement student handbooks and procedures for proper student conduct
11. Lead and participate in the planning and delivery of intervention and referral services for academically at-risk and challenged students, to include MTSS/RtI team leadership
12. Attend special events held to recognize student achievement and other school-sponsored activities/functions
13. Plan and supervise regularly scheduled parent/teacher conferences and student-led conferences
14. Actively pursue all cases of truancy and excessive absences and tardies
15. Maintain an active relationship with students and parents based on respect and understanding

### Supervision and Evaluation

1. Assist in the recruiting, screening, hiring, training, assigning, and evaluating of the school's personnel
2. Supervise all personnel employed at the school
3. Be trained and possess a solid knowledge in the Danielson Framework for Teaching and coach for improved instruction
4. Ensure that teacher trainees are provided with direct assistance, to include close clinical supervision
5. Evaluate and counsel all staff members regarding their individual and group performance in accordance with district policy
6. Conduct regular staff meetings and professional learning opportunities for your staff

### Financial and Office Management

1. Ensure the proper collection, safekeeping, and accounting of school activity funds
2. Ensure the proper accounting protocols when encumbering district funds
3. Initiate and supervise development of the annual budget, providing opportunity for staff input
4. Establish and maintain an efficient office system to support the administrative functions of the school
5. Maintain confidentiality and FERPA rights for student and personnel information
6. Supervise the preparation of all school records and reports
7. Participate in administrative, Board, and other meetings, as required or appropriate
8. Provide for adequate inventories of property under school jurisdiction

### Other

1. Be responsible for understanding and abiding by the Code of Ethics for Idaho Educators
2. Represent the school district in a positive and professional manner at all times
3. Know and follow school district policy and chain of command
4. Perform other duties as assigned by the Superintendent

### **EVALUATION:**

Performance of this position will be evaluated annually by the superintendent in conformance with district policy; Section 33-513, Idaho Code; and IDAPA 008.02.02.121.

### **TERMS OF EMPLOYMENT:**

Annual contract

**NOTE:**

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.026.01	School Principal Endorsement (Pre-K-12)
		IDAPA 08.02.02.121 Local District Evaluation
		Policy—School Principal
		The Gun-Free Schools Act Section 414(d)(2)

Board Approved: 2/13/2017

[\(Return to menu\)](#)

**JOB DESCRIPTION****TITLE:**

Assistant Principal

**QUALIFICATIONS:**

1. A master's degree
5. Valid certification as an administrator
6. A minimum of two years of experience in the field of education, including experience as a classroom teacher
7. Such additions and/or alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:**

Principal

**JOB GOAL:**

To relieve the principal of such routine details as prevent him from fulfilling his chief responsibility of promoting the educational well being of each student in the school.

**PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

7. Serves as principal in the absence of the regular principal
8. Assists the principal in the overall administration of the school
9. Supervises conduct within the school, and oversees all disciplinary procedures, keeping records of any disciplinary action
10. Assists in the preparation of teacher and student handbooks
11. Administers school rules regarding attendance
12. Supervises at the direction of the Principal and assists in the completion of administrative details and tasks required to maintain an efficient school operation.

**TERMS OF EMPLOYMENT:** Nine and three quarters to ten and one half months per year. Salary and work year to be established by the Board.

**Evaluation:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE \_\_\_\_\_  
(Employee)

Adopted: December 13, 1982

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Instructional Support Specialist (Reading Coach)

**QUALIFICATIONS:** A valid teaching certificate issued by the state of Idaho, covering the area of assignment. Normally this would be a K-8 certificate, with a Reading endorsement preferred

**REPORTS:** Reports to the Building Principal and the Director of Title I.

**GOAL:** An Instructional Support Specialist (Reading Coach) will share his/her knowledge, experience, and practices with teaching colleagues to improve student literacy (with an emphasis on the primary grades).

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks include but shall not be limited to:)

1. Assumes a leadership role in improving children's chances for achieving their maximum literacy potential
2. Assists school and classroom educators in implementing challenging and rigorous curriculum based on state and district content standards
3. Works in partnership to improve school-wide and district-wide literacy
4. Exemplifies collegial behavior and a commitment to teamwork
5. Maintains the confidentiality of schools, teachers, and students
6. Provides content knowledge and resources about learning and teaching literacy, including teaching strategies, assessment techniques of reading and writing skills, interpretation of assessment results, and effective classroom techniques and strategies
7. Keeps abreast of current research-based literacy practices
8. Assists with the screening, diagnosing, and monitoring student progress, as well as working with a team to determine appropriate intervention strategies
9. Maintains the necessary and appropriate documentation
10. Assists teachers in customizing intervention programs for students
11. Assists teachers to analyze and use assessment results to improved instruction
12. Works with teachers to improve reading instruction by modeling lessons and strategies for at-risk students
13. Assists teachers in working with small groups of students that need in-depth interventions
14. Provides support as a "peer assistant" to identified teachers
15. Offers professional development in the area of reading
16. Collaborates with teachers, principals, and district staff in analyzing data
17. Works with Title I staff in determining eligibility and program
18. Works with the building Principal in constructing a schedule that provides appropriate instructional time and interventions
19. Coordinates and supervises the Intermediate Accelerated Reading aide
20. Works with school administrators, Title personnel, and others to implement parent involvement strategies
21. Performs such other duties as may be assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation of professional personnel.

**APPROVED BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_  
(Employee)

Adopted: September 10, 2007

Revised: January 12, 2009

[\(Return to menu\)](#)

**JOB DESCRIPTION****TITLE:** Social Emotional Behavior Specialist**QUALIFICATIONS:** 1. Bachelor's degree in behavioral science education with at least 21 semester credit hours in human service field such as psychology, social work, special education, counseling, and psychosocial rehabilitation

2. Intensive Behavioral Intervention certification

**REPORTS TO:** Director of Special Services**JOB GOAL:** To assist IEP (individual education plan) teams with the implementation of social, emotional, and behavioral goals and behavioral intervention plans**PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Assists teams in developing and implementing individual interventions in the following areas:

- Social skills
- Training in behavior control
- Appropriate interpersonal behavior

2. Provides intensive behavioral intervention to identified students

3. Completes documentation of services provided

4. Performs such other duties as may be assigned

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Nine months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: December 13, 1982

Revised: August 13, 1990

Revised: January 12, 2009

[\(Return to menu\)](#)



**JOB DESCRIPTION****TITLE:**

Speech Language Pathologist

**QUALIFICATIONS:**

1. A master's degree or higher
2. A valid Idaho certificate with necessary endorsement for a Speech Language Pathologist
3. Experience in a public school setting is highly recommended
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:**

Special Services Director

**JOB GOAL:**

To provide prevention, assessment, and remediation services for students who exhibit difficulties in the areas of language, speech, or hearing. These services are designed to help children meet their educational goals.

**PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Participates in meetings, special education meetings, Individual Education Program meetings, and educational team meetings that related to language, speech, or hearing concerns
2. Administers appropriate tests according to acceptable procedures in the area of language, speech, or hearing: formal and informal assessments and observations of students in educational environments for use by the eligibility team
3. Analyzes and interprets assessment information to make recommendations regarding the need for speech and/or language services according to state and federal guidelines
4. Collaborates with special education staff to coordinate specific objectives for individualized educational program needs for speech and/or language impaired students
5. Collaborates with regular education staff on needs and programs for language, speech, or hearing impaired students and students who are a focus of an educational team
6. Demonstrates knowledge of federal, state and local rules, regulations and laws
7. Schedules therapy using a variety of service delivery models, including classroom intervention, consultation/collaboration and pull-out as appropriate to meet student needs in the least restrictive environment
8. Coordinates speech-language services with student services provided by other school personnel
9. Maintains records of the speech-language program: keeps data for program planning and decision making for students; maintains current files for use by authorized school personnel; and safeguards confidentiality of student records
10. Selects/implements evidence-based practices which support the goals and objectives of the speech, language and hearing program
11. Conducts hearing screenings
12. Performs such other duties as may be assigned by the administrative personnel

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Athletic Director

**QUALIFICATION:** 1. Valid teacher certification  
2. At least two years experience as a teacher and coach  
3. Such alternatives to the above qualifications as the Board may find appropriate and applicable

**REPORTS TO:** Principal

**SUPERVISES:** Coaches

**JOB GOAL:** To provide each secondary student an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Organizes and administers the overall program of extracurricular athletics, both intramural and interscholastic, for the school
2. Assists the principal in the selection, assignment, and evaluation of coaches; and, acts as a liaison between the school's administrative staff and the coaching staff
3. Fosters good community relations by keeping the community aware of and responsive to the athletic program
4. Assumes responsibility for the organization and scheduling of all interscholastic athletic events, including all necessary arrangements for officials. Schedules must be approved by the principal.
5. Assists the principal in the general responsibility for the proper supervision of home games. Attends major home games, when possible.
6. Arranges transportation for participants for away games
7. Develops and places into operation appropriate rules and regulations governing the conduct of athletes and athletic activities; indoctrinates and mentors coaches to state, regional, and district regulations governing athletic programs
8. Ensures compliance with IHSAA regulations regarding the eligibility of student athletes
9. Prepares and administers the athletic program budget
10. Requisitions supplies and uniforms from athletic program budget
11. Supervises the cleaning, storage, and care of all athletic equipment
12. Arranges all details of visiting team needs
13. Arranges the practice schedules for the coaches on the fields and in the gymnasium
14. Provides for the physical examination of athletes according to IHSAA guidelines
15. Keeps records of all athletic contests and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships
16. Plans and supervises any annual recognition program for school athletes
17. Arranges for the printing of athletic schedules on posters and pocket cards
18. Supervises the preparation of outdoor facilities (football, soccer, tack, etc.) and indoor facilities (gymnasiums, etc.) prior to games
19. Promotes an athletic program that is harmonious to other departments within the school
20. Maintains records and submits reports to the principal on, but not limited to: number of athletes in each sport program, financial summaries of each sport, eligibility, insurance, physicals, ASB cards, trips, etc.
21. Assumes responsibility for the inspection and maintenance of the school's athletic equipment and facilities to ensure the safety of participants and spectators.
22. Such other duties as may be assigned by the principal

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative personnel.

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE \_\_\_\_\_

Adopted: December 13, 1982

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** District Athletic Trainer

### **QUALIFICATIONS:**

1. Valid Licensed Athletic Trainer (ATC) certification
2. At least two years' experience as an athletic trainer
3. Such alternatives to the above qualifications as the Board may find appropriate and applicable

**REPORTS TO:** Superintendent; School Principal; Athletic Director

**JOB GOAL:** Provide athletic training services for student athletes during practice and competitive events. Sports included but not limited to: Football, Volleyball, Boys and Girls Soccer, Cross Country, Swimming, Cheer, Dance, Boys and Girls Basketball, Wrestling, Track, Golf, Tennis, Baseball, Softball

**PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to the following:)

1. Meet with local medical providers associated with Lakeland High School and Timberlake High School to develop team approach to athletic care and treatment.
2. Make sure each coach knows and understands concussion management and return to play protocol.
3. Organize med-kits to each program.
4. First responder to injuries. Evaluate, refer, treat, and rehabilitate athletes as deemed necessary.
5. Communicate with doctors, allied health professionals, and parents on injuries.
6. IMPACT test each program or individual athlete as necessary.
7. Athletic Trainer should be present at all home varsity games, all level football games. If there are multiple events, prioritize by highest risk level.
8. Athletic Trainer does not need to travel to away games unless deemed as necessary by school's athletic departments such as regional or state competitions.
9. Track concussions for each season.
10. Perform hydration test (Specific Gravity) to certify weight for all wrestlers or district may designate other certified individuals.
11. Athletic department will notify Athletic Trainer about any potential regional or state competitions.
12. Performs such other tasks as may be assigned by the Principal/Athletic Director or Superintendent

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Ten months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation for classified personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: September 13, 2016

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Coach

**QUALIFICATIONS:** Employment as a teacher  
Demonstrated interest in and aptitude for performing the tasks listed  
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS:** Athletic Director, Principal and Head Coach

**JOB GOALS:** To help each participating student achieve a high level of skill, an appreciation for the value of discipline and sportsmanship, and an increased level of self-esteem

## **PERFORMANCE RESPONSIBILITIES:**

1. Coaches individual participants in the skills necessary for excellent achievement in the sport involved
2. Plans and schedules a regular program of practice in season
3. Provides input to the athletic director and building administration in scheduling intramural and interscholastic contests
4. Recommends purchase of equipment, supplies, and uniforms, which are within budgetary guidelines
5. Maintains (repairs), issues, collects, and inventories equipment
6. Checks required forms and eligibility of athletes before beginning of practice
7. Oversees the safety conditions of the facility or area in which the assigned sport is conducted at all times that students are present
8. Supervises athletes during practices, at games, in the locker room, and on the bus (to and from games)
9. Enforces discipline and sportsmanlike behavior at all times and keeps the athletic director and building administration informed of major rule infractions by athletes
10. Cooperates and communicates with media, parents, and fans
11. Holds orientation for athletes prior to and during sports seasons
12. Conducts parent information meetings prior to the beginning of the season
13. Assists athletes with scholarships and post secondary planning
14. Performs such other duties as may be assigned

**TERMS OF EMPLOYMENT:** Compensation and duration of coaching season to be established by the Board

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Adopted: August 9, 1999

Revised: January 12, 2009

[\(Return to menu\)](#)

**JOB DESCRIPTION****TITLE:** School Nurse**QUALIFICATIONS:**

1. Valid state license to practice as a registered nurse
2. Certificate endorsed as public school nurse, as issued by the State Department of Education
3. Two years of nursing experience, preferably as a school nurse or public health nurse

**REPORTS TO:** Superintendent**JOB GOAL:** To provide the fullest possible educational opportunity for each student by minimizing absence due to illness and creating a climate of health and well being in the schools.**PERFORMANCE RESPONSIBILITIES:** (Typical tasks include but shall not be limited to:)

1. Coordinates school health service, including immunizations and tests for vision or other student health defects
2. Refers students in need of medical and/or dental care after regular observations to detect health needs
3. Authorizes exclusion and readmission of students in connection with infectious and contagious diseases
4. Maintains or causes to be maintained up to date cumulative health records on all students
5. Prepares and submits reports for the superintendent, State Department of Education, and the State Board of Health as requested
6. Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered injury or emergency illness
7. Visits student homes or reports to parents when necessary or as referred by principals
8. Participates with school staff in developing and implementing the total school health program and attends committee meetings or conferences regarding health service
9. Advises teachers on health matters and acts as consultant for the health education program
10. Makes recommendations for establishing and maintaining sanitary conditions in the schools
11. Directs and/or participates in inservice training programs

**TERMS OF EMPLOYMENT:** Nine months per year. Salary, work hours, and work year to be established by the Board.**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: December 13, 1982

Revised: August 13, 1990

Revised: August 12, 1991

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Teacher  
**QUALIFICATIONS:** A valid teaching certificate issued by the State of Idaho, covering the areas of assignment  
**REPORTS TO:** Principal  
**JOB GOAL:** To provide opportunities for every student to develop his/her full potential intellectually, emotionally, and psychologically

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. INSTRUCTION OF SUBJECT:
  - a. Possesses a thorough comprehension of content in his/her teaching fields
  - b. Employs varied methods and materials that impart the knowledge of his/her subject area in a clear and concise manner
  - c. Presents at and meets with all assigned classes at the location and time specified
  - d. Prepares for classes and shows written evidence of preparation to immediate supervisor
  - e. Strives to maintain and improve professional competence
2. EVALUATION OF STUDENTS:
  - a. Evaluates students' progress through assessment data or other appropriate methods and responds accordingly with suitable interventions, remediation, and/or acceleration
  - b. Seeks assistance of authorized school personnel when the need arises
3. ADVISING AND COUNSELING:
  - a. Counsels with students, colleagues and parents on educational matters
4. DEVELOPING CURRICULUM:
  - a. Cooperates with the other staff members in planning instructional goals, objectives, and methods that are aligned with district and state curriculum standards
  - b. Helps select textbooks and other instructional materials and equipment which complement district and state curriculum standards
5. SUPERVISION AND DISCIPLINE:
  - a. Creates and maintains a classroom environment that is conducive to effective learning
  - b. Supervises students outside the regular classroom as assigned
  - c. Upholds and enforces rules and regulations set by administrative and district policy
6. EXTRACURRICULAR RESPONSIBILITIES:
  - a. Assists with activities during or outside the instructional day that are assigned
7. RECORDING AND REPORTING:
  - a. Promptly completes all assigned or required reports
  - b. Makes accurate and fair reports to parents on student achievement
  - c. Keeps an easily interpreted grade book that accurately portrays student progress
8. CARE OF SCHOOL EQUIPMENT:
  - a. Follows appropriate procedures in caring for school equipment
  - b. Maintains a classroom that is comfortable, neat, and inviting
9. MEETINGS:
  - a. Attends and participates in building and district meetings or inservice workshops
10. PUBLIC RELATIONS:
  - a. Portrays by dress and conduct a positive image that compliments both the teacher and teaching profession
11. OTHER:
  - a. Performs such other duties as may be assigned by the administrative personnel

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: March 8, 1982  
Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Substitute Teacher

**QUALIFICATIONS:** 1. An Idaho teaching certificate or substitute teacher authorization issued by the Department of Education  
2. Demonstrate familiarity with school philosophy, programs, and policies

**REPORTS TO:** Building principal

**JOB GOAL:** To enable each child to pursue his education as smoothly and completely as possible in the absence of the regular classroom teacher

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

#### 1. INSTRUCTION OF SUBJECT:

- Prepares for and teaches classes using lesson plans and schedules as prepared by the regular teacher
- Consults with the principal before initiating any teaching or other procedures not specified in the regular teacher's lesson plans or Substitute Teacher's Guide
- Be present at and meet with all assigned classes at the location and time specified

#### 2. SUPERVISION AND DISCIPLINE:

- Creates and maintains a classroom environment that is conducive to effective learning
- Supervises students outside the regular classroom as assigned
- Upholds and enforces rules and regulations set by administrative and district policy

#### 3. RECORDING AND REPORTING:

- Promptly completes all assigned or required reports
- Writes a report to the regular classroom teacher at the end of each teaching day about work completed and student achievement
- Reports to the principal at the conclusion of the teaching day and verifies whether or not his/her services will be required on the next teaching day

#### 4. CARE OF SCHOOL EQUIPMENT:

- Follows appropriate procedures in caring for school equipment
- Maintains a classroom that is comfortable, neat, and inviting

#### 5. PUBLIC RELATIONS:

- Portrays in dress and conduct, a positive image that complements both the substitute teacher and teaching profession

#### 6. OTHER

- Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates
- Performs such other duties as may be assigned by the administrative personnel

### **TERMS OF EMPLOYMENT:** Per diem, at a rate to be established by the Board

This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of professional personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: August 9, 1993

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:**

Teacher Aide

**QUALIFICATIONS:**

1. High school diploma
2. Meet one of the following three criteria:
  - Complete at least two years of study at an institution of higher education (defined as 32 semester or 48 quarter hours as verified by a college transcript from an accredited institution of higher education); or
  - Obtain an associate (or higher) degree from an accredited institution of higher education; or
  - Meet a rigorous standard of quality and demonstrate, through a formal state or local academic assessment, knowledge of and ability to assist in instructing reading, writing, and mathematics.
3. Such additions and/or alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:**

Teacher and/or principal

**SUPERVISES:**

Student and adult assistants, as assigned

**JOB GOAL:**

To assist the teachers and principal in the development of an organized and smooth running school environment

**PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Prepares for classroom and/or other assigned activities under the direction of the teacher and/or principal
2. Works with students individually and in small groups
3. Serves on playground and other assigned duties
4. Performs such other tasks as may be assigned

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Nine months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: December 13, 1982

Revised: August 13, 1990

Revised: January 12, 2008

[\(Return to menu\)](#)



**JOB DESCRIPTION****TITLE:** School Psychologist**QUALIFICATIONS:**

1. A master's degree or higher
2. A valid Idaho certificate with necessary endorsement for a school psychologist
3. Experience in a public school setting is highly recommended
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Special education director**JOB GOAL:** To meet the needs of exceptional children by providing services as required by state and federal guidelines, enabling students to derive the fullest possible educational experience from school**PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Participates as a member of the evaluation team
2. Administers appropriate formal individual tests to students who are referred for special services and writes reports for use by the eligibility team
3. Participates in child study team meetings
4. Provides consultation to special education staff on needs and programs for special education students
5. Provides consultation to regular education staff on needs and programs for special education students and students who are a focus of an education team
6. Provides training to staff on testing procedures
7. Provides training to staff and parents pertaining to special education students
8. Assists in maintaining special education files
9. Provides and assists in the provision of counseling for special education students
10. Acts as a liaison between school and appropriate community resources
11. Be responsible for other duties as may be assigned by the administrative personnel

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: May 8, 1989

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Counselor  
**QUALIFICATIONS:** A valid Idaho certificate with necessary endorsement for a school counselor  
**REPORTS TO:** Principal  
**JOB GOAL:** Assist students making educational, occupational, and life plans that lead to mature, responsible adults and overcome problems that impede learning

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

#### 1. INSTRUCTIONS:

- a. Instructs students in the areas of career education and occupational opportunities
- b. Orients new students in school procedures and course and subject selection
- c. Advises students with educational handicaps and special abilities
- d. Confers with students having family, health, or emotional problems
- e. Informs faculty and community of available services or programs to meet the needs of each student
- f. Provides inservice to teachers about the guidance curriculum
- g. Provides materials and resources to teachers for doing guidance activities in the classroom
- h. Offers model activities in the classroom that complement the guidance curriculum

#### 2. EVALUATION:

- a. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data
- b. Coordinates and monitors district and state annual assessment programs
- c. Assists in the educational placement of students using appropriate assessment data

#### 3. DEVELOPING CURRICULUM:

- a. Cooperates with the other staff members in planning instructional goals, objectives, and methods that are aligned with district and state curriculum standards
- b. Helps select textbooks and other instructional materials and equipment which complement district and state curriculum standards

#### 4. COUNSELING

- a. Using appropriate counseling processes and techniques for individual and group sessions to meet the developmental, preventive, and remedial needs of students
- b. Helps teachers understand assessment data when planning appropriate student interventions

#### 5. SUPERVISION AND DISCIPLINE:

- a. Supervises students as assigned
- b. Upholds and enforces rules and regulations set by administrative and district policy

#### 6. EXTRACURRICULAR RESPONSIBILITIES:

- a. Assists with activities during or outside the instructional day that are assigned

#### 7. RECORDING AND REPORTING:

- a. Maintains student records and protects their confidentiality
- b. Promptly completes all assigned or required reports
- c. Makes accurate and fair reports to parents

#### 8. CARE OF SCHOOL EQUIPMENT:

- a. Follows appropriate procedures in caring for school equipment

#### 9. MEETINGS:

- a. Attends and participates in building and district meetings or in-service workshops

#### 10. PUBLIC RELATIONS:

- a. Portrays by dress and conduct a positive image that compliments the teaching profession

#### 11. OTHER:

- a. Performs such other duties as may be assigned by administrative personnel

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: March 8, 1982

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Librarian and Media Specialist

**QUALIFICATIONS:** A valid certificate issued by the State of Idaho, covering the area of assignment

**REPORTS TO:** Principal

**JOB GOAL:** To build and maintain an adequate and viable collection of materials to provide for the needs of the entire school population, and to aid all students in acquiring the skills needed to take full advantage of library resources.

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

#### **1. INSTRUCTION:**

- a. Provides library orientation and assists in library instruction for each grade level
- b. Provides opportunities for students to practice and improve skills
- c. Works with teachers in planning assignments that lead to extended use of library resources
- d. Provides staff inservice to help teachers develop lessons to eliminate copyright violations and plagiarism; and, to utilize the latest in literacy and online technology resources

#### **2. SUPERVISION:**

- a. Creates and maintains an environment that is conducive to learning
- b. Supervises students outside the regular library setting as assigned
- c. Supervises library aides in the performance of their duties
- d. Upholds and enforces rules and regulations set by administrative and district policy

#### **3. LIBRARY ADMINISTRATION:**

- a. Works with district personnel in the selection and acquisition of books and instructional materials which support the school's educational philosophy and curriculum benchmarks
- b. Maintains a comprehensive and efficient system for cataloging, weeding, and inventorying all library materials
- c. Maintains an accurate system for the distribution and circulation of library materials and media equipment
- d. Follows appropriate procedures in caring for school equipment

#### **4. TECHNOLOGY**

- a. Develops orientation lessons to help student distinguish differences in information among databases, encyclopedias, and the Internet
- b. Works with administration and staff to implement a technologically advanced facility and program

#### **5. EXTRACURRICULAR RESPONSIBILITIES:**

- a. Assists with activities during or outside the instructional day that are assigned

#### **6. MEETINGS:**

- a. Attends and participates in building and district meetings or inservice workshops

#### **7. PUBLIC RELATIONS:**

- a. Portrays by dress and conduct a positive image that compliments the educational profession

#### **8. OTHER:**

- a. Performs such other duties as may be assigned by administrative personnel

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_

(Employee)

Adopted: March 8, 1982

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

### **TITLE:**

Library/Media Center Aide

### **QUALIFICATIONS:**

1. High school diploma
2. Meet one of the following three criteria:
  - Complete at least two years of study at an institution of higher education (defined as 32 semester or 48 quarter hours as verified by a college transcript from an accredited institution of higher education); or
  - Obtain an associate (or higher) degree from an accredited institution of higher education; or
  - Meet a rigorous standard of quality and demonstrate, through a formal state or local academic assessment, knowledge of and ability to assist in instructing reading, writing, and mathematics.
3. Such additions and/or alternatives to the above qualifications as the Board may find appropriate and acceptable
4. Ability to operate standard office equipment, including Microsoft computer applications; to use English in both written and verbal form; and, to use correct spelling, grammar, and punctuation
5. Such additions and/or alternatives to the above qualifications as the Board may find appropriate

### **REPORTS TO:**

Librarian and/or principal

### **SUPERVISES:**

Student and adult assistants, as assigned

### **JOB GOAL:**

To assist teachers and students in the effective use of the library as a learning resource

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Helps students locate reference materials and other instructional materials
2. Assists students in making proper use of library equipment and materials
3. Operates the circulation desk, as assigned, and keeps complete circulation files
4. Replaces books and media materials in proper storage when they are returned
5. Operates equipment and apparatus as requested by the librarian
6. Helps to maintain bulletin boards and other library displays
7. Processes orders, forms, schedules, catalog cards, etc.
8. Assists the librarian in maintaining proper student discipline
9. Makes simple repairs on damaged books and materials and processes more severely damaged items for repair at the appropriate places
10. Prepares current magazines for shelving
11. Assists in maintaining the general neatness and attractiveness of the library and its displays
12. Types and maintains media center records as directed
13. Performs such other tasks as may be assigned

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Nine months per year. Salary, hours, and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation noncertificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_

(Employee)

Adopted: August 13, 1990

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Director of Business and Operations

**QUALIFICATIONS:**

1. Experience in a supervisory capacity.
2. A bachelor's degree or higher with an emphasis in finance or a master's degree or higher with success as an education administrator.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent

**SUPERVISES:**

1. Office personnel while engaged in financial accounting, reporting and purchasing activities for the district.
2. Such other personnel as the superintendent may designate

**JOB GOAL:** To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

## **PERFORMANCE RESPONSIBILITIES: (Typical tasks include but shall not be limited to:)**

### General:

1. Serves as chief administrative officer of the District during the absence of both the superintendent and assistant superintendent for instruction
2. Acts as advisor to the superintendent on all business and financial questions
3. Supervises the financial affairs of the district, including handling of all funds, accounting and reporting procedures, and long range planning
4. Works to maintain effective district-community relations, and interprets the financial concerns of the district to the community
5. Works with the Superintendent and Board of Trustees on the strategic vision, master facility plans and creating financial solutions to meet facility and program needs
6. Coordinate and act as legislative liaison for the District which includes monitoring the legislative process, school finance laws, and communicating issues District-wide
7. Prepare financial projections for the Superintendent, and the Board for planning purposes and fiscal responsibility
8. Oversight of all cash management and investments of the District including debt issuance
9. Recommends new accounting methods as desirable and necessary
10. Assists the superintendent in the projection of revenue and expenditures, preparation of prospectus for bond sales, management of short term investment portfolio, etc.
11. Supervises data processing procedures to provide management information, evaluation techniques, and long range forecasts
12. Active member of the District Negotiating Team. Develop and distribute information for negotiation process with local education association
13. Serves as a consultant on any grant proposal originating in the district
14. Responsible for overseeing the maintenance and annual updating of a district wide inventory of all equipment and facilities
15. Attends Board meetings, workshops and other appropriate local, state or national meetings
16. Performs additional duties as assigned by the superintendent

### Budget and Financial Reporting:

1. Assumes responsibility for an accounting procedure adequate to record in detail all money and credit transactions
2. Compiles necessary statistical data for the preparation of the fiscal budget
3. Assists the superintendent in the preparation of the budget and administers a budget control
4. Arranges for the internal auditing of school accounts
5. Supervises the development of monthly, annual, or special financial reports to the Board and superintendent as required
6. Prepares applications for funds and financial reports as required by state and federal agencies having jurisdiction over public school funds
7. Monitors the financial status and prepares appropriate state reports for the transportation department
8. Monitors the financial status and oversees the necessary budget preparation and reporting for all federal, state, and special grant programs
9. Works with the auditor to insure proper I.F.A.R.M.S. reporting to the State Department

### Purchasing

1. Obtains and studies comparative prices, quotations and proposals for work, equipment or supplies
2. Initiates (contracts with vendors relative to supply and equipment availability; purchase orders; and contracts for site or facility improvements) with superintendent or Board approval
3. Purchases by competitive bidding, information quotations, and negotiation, items of supply and equipment necessary for the operation of the school district in keeping with the budget
4. Oversees preparation of bidding documents, including notices to bidders, instruction to bidders, specifications, and form of proposal
5. Monitors all purchase orders to determine correctness of information, price extensions, coding information, etc.

**CONTRACT:** One or two year contract

**WORK YEAR:** Twelve months for 220-230 contracted days of which 180 must be regularly scheduled school days

**SALARY:** Salary and expenses to be arranged annually with the Board

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Adopted: August 10, 1992

(Employee)

Revised: April 11, 1994

Revised: August 11, 1997

Revised: August 13, 2001

Revised: January 12, 2009

Revised: June 8, 2015

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Clerk/Substitute Coordinator

**QUALIFICATIONS:** Such qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Superintendent or designee

**JOB GOAL:** To perform the statutory duties of the Clerk of the Board of Trustees and coordinate the scheduling of substitute personnel at the request of the appropriate administrator.

**PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

### Clerk:

1. Attends all meetings of the Board.
2. Responsible for all official records of district operations.
3. Prepares and verifies student attendance reports for state reporting.
4. Handles matters pertaining to school district real and personal property (i.e. bidding, insurance, inventory, etc.).
5. Responsible, under the direction of the Superintendent, for the preparation and updating process of the District Policy Manual.
6. Keeps full and accurate minutes of all meetings of the Board and sends a copy of the minutes to each member of the Board prior to the next regular meeting.
7. Publishes all legal notices concerning district business.
8. Oversees the election process for all district elections.
9. Responsible, under the direction of the Superintendent, for the preparation and execution of correspondence, reports, and contracts pertaining to school Board business.

### Substitute Coordinator

1. Arranges for approved substitutes as requested by the appropriate director or administrator.
2. Maintains daily records of substitute bookings for certificated and noncertificated personnel.
3. Reviews the time sheets for substitutes and coordinates with payroll to provide accurate and timely reimbursement.
4. Performs data entry for required personnel information (IBEDS) or other reports as assigned.
5. Performs such other tasks as may be assigned by the superintendent or Board.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee(s) and at all times shall be subject to the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal’s office and the district-wide administration office.

Twelve months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of noncertificated personnel.

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Employee)

Adopted: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Treasurer  
**QUALIFICATIONS:** Such qualifications as the Board may find appropriate and acceptable  
**REPORTS TO:** Superintendent or designee  
**SUPERVISES:** Such noncertificated personnel as the superintendent may designate  
**JOB GOAL:** To relieve the Board of paperwork and all unnecessary details of the actual handling of district monies, enabling the Board to devote maximum attention to the central problems of education and policy determination

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Attends meetings of the Board as needed.
2. Receives and acts as custodian of all monies belonging to the district.
3. Deposits monies received in banks designated by the Board.
4. With approval of the superintendent, invests idle district monies expeditiously, efficiently, and safely.
5. Submits a list of bills to be paid each month for approval of the Board.
6. Pays out district monies on order of the Board. Cosigns all district warrants and checks.
7. Gives detailed written accounts of monies received and disbursed at least once a month at the regular meeting of the Board and at such other times as the Board may request.
8. Renders a full annual report at the end of the fiscal year.
9. Prepares and submits appropriate state or federal financial reports and reimbursement claims.
10. Codes all requisitions and oversees the preparation of purchase orders.
11. Assists in preparation and monitoring of the district budget.
12. Performs such other tasks as may be assigned by the superintendent or Board.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee(s) and at all times shall be subject to the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal’s office and the district-wide administration office.

Twelve months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of noncertificated personnel.

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Employee)

Adopted: December 13, 1982  
Revised: August 10, 1998  
Revised: January 12, 2009

[\(Return to menu\)](#)



## **JOB DESCRIPTION**

**TITLE:** Human Resources Specialist  
**QUALIFICATIONS:** Such qualifications as the Board may find appropriate and acceptable  
**REPORTS TO:** Superintendent or designee  
**SUPERVISES:** Such human resource support personnel as the superintendent may designate  
**JOB GOAL:** To provide human resource support as necessary.

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

#### Human Resources Specialist:

1. Assists with carrying out policies and administrative guidelines for the recruitment, screening, and orientation of all personnel
2. Assists with the writing of and distribution of certificated personnel contracts
3. Oversees the processing of employees' paperwork for job entry and ensures the verification of experience forms for payroll purposes.
4. Manages human resource programs (i.e. payroll, unemployment, health and life insurance, PERSI, 125 plans, workman's compensation, etc.)
5. Maintains accurate and complete personnel records on all employees.
6. Ensures that all human resource information in the accounting system is kept current and accurate.
7. Interprets and clarifies personnel policies, and resolves questions and/or complaints as appropriate.
8. In cooperation with the administrative staff, ensures compliance with federal and state laws, policies, and procedures concerning personnel (i.e. FMLA, FSLA, etc.)
9. Reviews internal personnel procedures and develops new procedures when said procedures will aid in a more efficient operation.
10. Advises and assists administration in handling technical problems.
11. Oversees various personnel leave processes, in accordance with district policies and procedures.
12. Ensures that exit interviews are conducted with all terminating employees that received benefits.
13. Balances district bank statements on a monthly basis.
14. Performs such other tasks as may be assigned by the superintendent or Board.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Twelve months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Adopted: December 13, 1982

(Employee)

Revised: August 10, 1998

Revised: August 12, 2002

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Receptionist/Administrative Secretary

**QUALIFICATIONS:**

1. High school diploma
2. Ability to operate standard office equipment, including Microsoft computer applications; to use English in both written and verbal form; and, to use correct spelling, grammar, and punctuation
3. Prior job experience as a secretary or school secretary
4. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable

**JOB GOAL:** To assist and relieve administrative personnel of paper work and clerical detail so that they may devote maximum attention to the central problems of education and educational administration

**REPORTS TO:** Superintendent, and/or Superintendent's designee

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Acts as receptionist for the district office, greeting visitors, placing and receiving telephone calls, and recording messages.
2. Performs assigned typing for the superintendent, assistant superintendents, special education director, clerk and school nurses as time permits. Such typing shall include letters, reports, minutes, etc.
3. Opens and distributes all incoming mail and correspondence.
4. Assists with maintaining employee permanent records and a card system of addresses and phone numbers. Types computer input forms for personnel reporting system.
5. Accepts applications for job openings within the district and types and mails follow up letters.
6. Files any teacher vacancies with the placement offices of local colleges.
7. Maintains files of all student transcripts and sends copies to colleges upon request.
8. Performs such other duties as may be assigned by the superintendent
9. Provides assistance with the day-to-day operation of the district driver education program
10. Tracks the scheduling of district facilities usage by various community agencies/organizations.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Twelve months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: December 13, 1982

Revised: August 13, 1990

Revised: August 14, 2000

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Administrative Secretary/Accounts Payable

**QUALIFICATIONS:**

1. High school diploma
2. Working knowledge of basic office procedures
3. Ability to operate standard office equipment, including Microsoft computer applications; to use English in both written and verbal form; and, to use correct spelling, grammar, and punctuation
4. Bookkeeping experience and/or training
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Superintendent, and/or Superintendent's designee

**JOB GOAL:** To assist the clerk and treasurer in secretarial and bookkeeping duties.

**PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Performs bookkeeping tasks associated with the position
2. Relieves treasurer in her absence (see job description for treasurer)
3. Responsible for daily filing of invoices, packing slips, and purchase orders, responsible for all accounts payable
4. Assists the treasurer in compiling monthly bill list and posts monthly bills into the computer, prints checks and mails
5. Assists the treasurer with posting all checks into check register/journal and balances bank account
6. Assists the treasurer with reconciling monthly bank statements
7. Assists with typing for superintendent, assistant superintendents, and clerk
8. Computes in-lieu-of transportation payments
9. Covers reception desk and telephones during noon hour or any time district receptionist is away from her desk
10. Prepares reports for the State Department of Education as directed
11. Performs such other tasks as may be assigned

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Twelve months per year. Salary, hours, and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: December 13, 1982

Revised: May 8, 1989

Revised: August 13, 1990

Revised: August 14, 2000

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Administrative Secretary/Payroll

**QUALIFICATIONS:**

1. High school diploma
2. Ability to operate standard office equipment, including Microsoft computer applications; to use English in both written and verbal form; and, to use correct spelling, grammar, and punctuation
3. Bookkeeping experience and/or training
4. Working knowledge of basic office procedures
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Superintendent and/or Superintendent's designee

**JOB GOAL:** To assist the clerk with clerical duties and other tasks related to payroll

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Performs bookkeeping tasks associated with the position
2. Keeps accounting of employee absences, posts sick and other leaves and compiles monthly absence report for superintendent
3. Assists Human Resource Specialist with compiling payroll and posts payroll into computer
4. Compiles after payroll checks and posts into the computer, prints and mails checks
5. Posts all checks into check register/journal and balances account
6. Covers reception desk and telephones during noon hour or any time Receptionist is away from her desk
7. Prepares information and misc. reports as directed
8. Performs such other tasks as may be assigned

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Twelve months per year. Salary, hours, and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: August 14, 2000

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** School Administrative Assistant

**QUALIFICATIONS:**

1. Any combination equivalent to two years of college-level training in office management or business administration and five years of responsible and varied secretarial experience, including two years of experience performing secretarial work for an administrative official
2. Ability to operate standard office equipment, including Microsoft computer applications; to use English in both written and verbal form; to use correct spelling, grammar, and punctuation; and, to administer first aid
3. Ability to learn laws, regulations, policies, and guidelines concerning operation of schools, accounting and bookkeeping, statistical reporting, and confidentiality of information
4. Ability to work independently; to understand and carryout oral and written instructions; and, to interact with persons of different age groups and cultural backgrounds
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Principal, Superintendent or designee

**SUPERVISES:** Secretary, as applicable

**JOB GOAL:** To assure the smooth and efficient operation of the school office, thereby allowing the administrator and staff to focus their efforts on the education of the students

## **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Assists school building administrators in their duties, requiring the exercise of independent judgment, and the use and interpretation of district policies and procedures
2. Oversees and administers day-to-day activities and functions of the school office, utilizing a high degree of independent judgment and initiative in coordinating and performing highly complex, technical and responsible functions of the office
3. Exercises discretion in disseminating information, explaining policies and procedures, and speaking as directed for the building administrators
4. Independently composes effective correspondence referencing policies, rules, and regulations when appropriate
5. Maintains such student records as shall be required
6. Supervises students for the purpose of monitoring individuals referred for disciplinary actions
7. Coordinates preparation of instructional materials for building staff
8. Maintains a filing system, as well as a set of locked confidential files
9. Processes incoming correspondence
10. Orders and maintains building supplies as needed
11. Administers first aid and medication, within the scope of their training, for the purpose of meeting student's immediate health care needs
12. Performs office procedures as assigned by the Principal, which may include:
  - Accurately maintaining district required attendance reports
  - Ensuring the accurate and timely preparation of required building inventory reports
  - Accurately performing, under the direction of the District Treasurer, all accounting tasks according to district policies and guidelines
13. Performs such other tasks as may be assigned by the Principal or the Superintendent.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Nine and three-quarters to ten and one-half months per year. Salary and work year to be established by the Board.

This is an "exempt" position under the FLSA administrative exemption.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: May 8, 2006

Revised: January 12, 2009

[\(Return to menu\)](#)

**JOB DESCRIPTION****TITLE:** School Secretary**QUALIFICATIONS:**

1. A high school diploma
2. Ability to operate standard office equipment, including Microsoft computer applications; to use English in both written and verbal form; to use correct spelling, grammar, and punctuation; and, to administer first aid
3. Three years experience as a secretary and/or graduation from a recognized school of secretarial skills
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Principal**JOB GOAL:** To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized**PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Performs office routines as assigned by the principal
2. Maintains such student records as shall be required
3. Receives and routes incoming calls
4. Assists teachers in preparing instructional materials
5. Welcomes visitors and arranges for their comfort
6. Maintains a regular filing system, as well as a set of locked confidential files
7. Processes incoming correspondence
8. Orders and maintains supplies as needed
9. Performs any bookkeeping tasks associated with the position
10. Performs such other tasks as may be assigned by the principal

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Nine and three-quarters to ten and one-half months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: December 13, 1982

Revised: August 13, 1990

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Facilities Director

### **QUALIFICATIONS:**

1. Minimum of a high school diploma.
2. Demonstrated knowledge and expertise in the basic techniques of maintenance, carpentry, custodial and grounds keeping.
3. Demonstrated aptitude for successfully performing tasks of the kind listed below.
4. Leadership qualities that demonstrate an ability to build teamwork, accountability, and motivation within the department.
5. Proven experience and/or expertise in project management, including financial, time and personnel management.
6. Demonstrated character that models integrity, equity, visionary thinking, and a strong work ethic.
7. An ability to empower staff and lead from a strengths-focused, growth mindset.
8. Experience with effective use of technology to support efficiency and systematic management of the Facilities, or similar, department.
9. Such additional qualifications as the Board may find appropriate.

**REPORTS TO:** Superintendent (and/or designee(s))

**SUPERVISES:** All custodial, maintenance, and grounds keeping personnel

**JOB GOAL:** To maintain the school buildings and grounds in a condition of operating excellence, cleanliness, and safety, in order to provide a safe, supportive learning environment for every student and staff in the Lakeland Joint School District every day.

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

- Assists in the recruitment, employment, assignment, supervision, transfer, promotion, demotion, or dismissal of custodial, maintenance, and grounds keeping personnel.
- Organizes and implements an orientation program on proper operation and maintenance of school facilities and grounds for department personnel.
- Assures that staff receive regular training on safety and skills enhancement subject to budget limitations.
- Oversees personnel and other necessary records as required.
- Schedules work routines for departmental personnel.
- Coordinates vacation schedules for departmental personnel.
- Prepares and administers the budget for maintenance, grounds, and custodial supplies, and equipment.
- Directs the maintenance of all buildings and grounds as to cleanliness and safety.
- Adheres to the preventative maintenance recommendations for all equipment and building systems to assure compliance with manufacturers recommended schedule for services and warranty requirements.
- Directs the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities. Maintains all school campuses in a manner that meets district standards as established and agreed to by the Superintendent (or designee) in conjunction with the Principals of each school and the School Board.
- Receives, stores, inventories, and issues all custodial, maintenance, and grounds, materials, supplies, and equipment. This also includes the assignment (or check out/in) of maintenance equipment/tools with an annual inventory of these items.
- Receives on a regular basis all security precautions and procedures, and recommends additions, changes, or reductions in service, as appropriate.
- Establishes and supervises acceptable project plans for all significant maintenance or improvement projects, including the setting of a timeline, estimated costs, and identification of staff resources or contractors needed to complete the plan and verifies that the terms of all such contracts have been fulfilled before authorizing final payment.
- Keeps informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep, and encourages innovation and experimentation as appropriate.
- Inspects all school buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained and confers with principals regarding custodial work.
- Establishes consistent meeting schedule of the maintenance and/or custodial staff.
- Establishes and supervises summer cleaning and maintenance programs and schedules.
- Inspects and maintains or causes to have maintained fire alarm systems and fire extinguishers on a regularly scheduled basis.
- Develops a system for dealing with emergency repair problems with efficiency and financial considerations.
- Makes minor repairs and is available to address immediate heating, electrical, or plumbing problems. Supervises the maintenance of all bell and clock systems in the schools.
- Such other duties as may be assigned by the Superintendent (or designee(s)).

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.



-  
An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Twelve months per year. Salary range = \$46,682 to \$72,880, depending on experience and education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: October 18, 2016

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Lead Maintenance Worker

**QUALIFICATIONS:** Journeyman status or equivalent proficiency in at least one construction trade. Demonstrated success in performing tasks of the sort listed below

**REPORTS TO:** Maintenance supervisor

**SUPERVISES:** Assumes responsibility for custodial, maintenance and grounds-keeping personnel in Maintenance Supervisor's absence.

**JOB GOAL:** To maintain the physical plant and grounds in a condition of operating excellence, cleanliness, and safety, so that full educational and recreational use of them may be made at all times.

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Makes minor repairs such as replacing broken windows, repairing and replacing locks, repairing and adjusting desks, repairing clocks, etc
2. Supervises and participates in necessary painting and general repairs to plumbing, electrical, carpentry, and general mechanical areas
3. Assists in snow removal
4. Performs general grounds maintenance such as mowing lawns, repairing fences, general clean up, etc.
5. Assists in training of newly hired maintenance, custodial and grounds-keeping personnel
6. Organizes and implements projects as assigned
7. Assists in inspecting all school facilities
8. Is on call to respond to any emergency
9. Helps maintain inventory of parts and supplies
10. Assists in inspecting and monitoring outside contractor's work
11. Such other tasks as may be assigned by the maintenance supervisor

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Twelve months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: January 12, 2009

[\(Return to menu\)](#)

**JOB DESCRIPTION****TITLE:** Maintenance Secretary**QUALIFICATIONS:**

1. High school diploma
2. Working knowledge of basic office procedures
3. Ability to operate standard office equipment, including Microsoft computer applications; to use English in both written and verbal form; and, to use correct spelling, grammar, and punctuation
4. Strong organizational skills
5. Such other qualifications as the superintendent may find appropriate and acceptable

**REPORTS TO:** Maintenance supervisor**JOB GOAL:** To contribute to the efficient operation of the maintenance department and the smooth flow of materials, supplies, information, and communications**PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Performs office routines as assigned by the maintenance supervisor
2. Receives and checks incoming supply orders and delivers school supplies
3. Delivers custodial supplies to the schools and assists in maintaining supply inventory and other maintenance records as may be required
4. Performs such other tasks as may be assigned by the maintenance supervisor or superintendent

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Twelve months per year. Salary to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation noncertificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: August 13, 1990  
Revised: January 12, 2009

[\(Return to menu\)](#)

**JOB DESCRIPTION****TITLE:**

Mail Clerk

**QUALIFICATIONS:**

1. High school diploma
2. Working knowledge of basic office procedures
3. Able to use English in both written and verbal form; and, to use correct spelling, grammar, and punctuation
4. Strong organizational skills
5. Such other qualifications as the superintendent may find appropriate and acceptable

**REPORTS TO:**

Maintenance supervisor

**JOB GOAL:**

To contribute to the efficient operation of the maintenance department and the smooth flow of materials, supplies, information, and communications

**PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Receives, sorts, and delivers all incoming and outgoing central office and district schools mail from and to the U.S. Post Office
2. Receives, sorts and delivers all in-district mail to and from district schools and departments
3. Performs such other tasks as may be assigned by the maintenance supervisor or superintendent

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Approximately 10 months per year. Salary to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation noncertificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: August 13, 1990

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Maintenance Worker  
**QUALIFICATIONS:** Demonstrated success in performing tasks of the sort listed below  
**REPORTS TO:** Maintenance supervisor  
**SUPERVISES:** Assistants, as assigned  
**JOB GOAL:** To maintain the physical plant and grounds in a condition of operating excellence, cleanliness, and safety, so that full educational and recreational use of them may be made at all times.

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Makes minor repairs such as replacing broken windows, repairing and replacing locks, repairing and adjusting desks, repairing clocks, etc.
2. Supervises and participates in necessary painting and general repairs to plumbing, electrical, carpentry, and general mechanical areas
3. Assists in snow removal
4. Performs general grounds maintenance such as mowing lawns, repairing fences, general clean up, etc.
5. Such other tasks as may be assigned by the maintenance supervisor

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Twelve months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: December 13, 1982

Revised: August 13, 1990

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Grounds Keeper

**QUALIFICATIONS:**

1. Three years successful experience in gardening and grounds maintenance work and/or appropriate training in landscaping and grounds maintenance
2. Demonstrated aptitude for successfully performing tasks of the kind listed below
3. Such additional qualifications as the Board may find appropriate

**REPORTS TO:** Maintenance supervisor

**SUPERVISES:** Grounds keeping crew

**JOB GOAL:** To maintain the grounds of all district schools in a condition of safety, neatness, and aesthetic attractiveness, so that each student may be provided with an outdoor environment both pleasing to look at and good to play in

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Coordinates, supervises, and participates in the grounds maintenance and gardening work of the district's schools and related facilities
2. Confers with school principals, landscape architects, and other parties in making plans for landscaping, planning, and maintenance of various school grounds
3. Interprets plans and sketches in carrying out landscaping designs
4. Selects trees, shrubs, plants, and seeds appropriate for each situation
5. Instructs and leads in propagating and cultivating work required for the various plants
6. Trains subordinates to perform gardening duties as required
7. Recommends watering schedules and determines the need for spraying, fertilizing, and pruning
8. Properly cares for and installs irrigation equipment and watering systems - spring, summer, and fall
9. Winterizes outdoor rest rooms, readies them in the spring for public use, and maintains them in a sanitary condition during seasonal use
10. Keeps premises, including sidewalks, driveways, and play areas neat and clean at all times
11. Shovels or plows snow, and sands walks, driveways, parking areas, and steps, as appropriate
12. Keeps the grounds free from rubbish
13. Performs such yard keeping chores as grass cutting, tree trimming, weeding and the like, as necessary, to maintain the school grounds in a safe and attractive condition
14. Maintains on a regular schedule all tractors and other grounds maintenance equipment requiring scheduled servicing
15. Reports immediately to the principal and maintenance supervisor any damage to school property
16. Reads all water meters on the first day of each month and reports to the district office
17. Keeps an inventory of supplies, equipment, and requisitions needed replacements far enough in advance so that they may be delivered in such time as will not hinder grounds keeping duties
18. Maintains familiarity with playground safety standards and periodically performs inspections of sites and equipment
19. Conducts an ongoing program of preventive maintenance, upkeep, and repair of all outdoor playground equipment, rest room facilities, and athletic facilities
20. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste
21. Assists in coordinating and handling the disposal of solid waste and recyclable materials
22. Handles installation or repairs of all outdoor signs and painting of curbing of parking areas
23. During the winter assists with floor maintenance program in all schools as directed
24. Such other tasks as may be assigned by the maintenance supervisor

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: June 8, 1992

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Day Custodian

**QUALIFICATIONS:**

1. Ability to read basic operating instructions and write reports
2. Demonstrated aptitude for successful completion of the tasks assigned
3. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

**JOB GOAL:** To maintain all areas of the school and grounds as safe, attractive, comfortable, clean, and efficient places for students to learn, play, grow, and develop

**REPORTS TO:** Building principal during the school term; maintenance supervisor when the schools are closed

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Responsible for the general cleaning and minor maintenance of the school building
2. Keeps buildings and premises neat and clean at all times, including but not limited to the following items "daily":
  - Keeps grounds free of debris: bottles, cans, paper, etc.
  - Checks for vandalism: buildings, windows, sidewalks, etc.
  - Be sure all outside walkways and entries are swept or shoveled
  - Cleans the gym or multipurpose complex as assigned
  - Prepares and cleans the lunch area
  - Cleans hallways after each class change; lockers, lavatories and other nonclassroom areas during the day when their condition requires it
  - Disposes of trash as directed
3. Assists in regulating heat, ventilation, etc., to provide temperatures appropriate to the season and to insure economical usage of energy
4. Assists with snow removal and de-icing in winter and lawn watering in spring, summer, and fall
5. Requisitions and receives cleaning supplies and equipment and maintain necessary inventories
6. Reports immediately to the principal any damage to school property and keeps a room-by-room inventory of such damage
7. Moves furniture or equipment as required for various activities and as directed by the principal
8. Washes all windows outside and in non-classroom areas as needed
9. Cleans desks, tables, chairs, walls, doors, light fixtures, floors, etc. as needed or as directed
10. Replaces light bulbs, repairs door latches, and performs other minor maintenance as needed
11. Completes general cleaning and maintenance of buildings during the summer with direction from the principal and maintenance supervisor
12. Inspects drain traps in all sink areas and empties or unplugs drains as needed
13. Repairs and/or adjusts drinking fountains, faucets, urinals, and stools as required
14. Buffs hallways and replaces doormats as necessary
15. Always be alert for irregularities and recommends needed improvements, additions, or replacements of equipment
16. Assists in inspection of buildings and grounds in assigned areas
17. Performs such other tasks as directed by the school principal or maintenance supervisor

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Nine to twelve months per year. Work hours to be established by the building principal. Salary to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: December 13, 1982

Revised: August 13, 1990

Revised: August 9, 1993

Revised: January 12, 2009

[\(Return to menu\)](#)



## **JOB DESCRIPTION**

**TITLE:** Night Custodian - School

**QUALIFICATIONS:** 1. Ability to read and follow basic operating instructions and write reports  
2. Demonstrated aptitude for successful completion of the tasks assigned

**REPORTS TO:** Principal

**JOB GOAL:** To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and develop

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Keeps building and premises neat and clean at all times, including but not limited to the following items daily:
  - Sweeps or vacuums all floors
  - Erases blackboards (except those marked SAVE) and cleans chalk trays
  - Cleans boards and erases weekly
  - Empties waste baskets
  - Empties pencil sharpeners
  - Dusts window sills, book cases, desks, etc.
  - Washes desks and chairs as needed
  - Washes walls, doors, light fixtures as needed
  - Washes insides of windows as needed
  - Replaces toilet paper, towels, etc. as needed
  - Damp mops or buffs floors as needed and directed
2. Carefully cleans and sanitizes sinks, lavatories, drinking fountains, locker rooms, etc.
3. Assists in regulating heat, ventilation, etc. by turning all thermostats to night time heat as directed
4. Assists with watering during spring and fall
5. Reports immediately to the principal any damage to school property
6. Reports major repair needs promptly to the principal and maintenance supervisor
7. Moves furniture or equipment as required for various activities and as directed by the principal
8. Assumes responsibility for closing and locking the building each school day and for determining, before leaving, that all doors and windows are secured and that all lights, except those left on for safety reasons, are off
9. Does not allow unauthorized personnel to assist with cleaning. Unsupervised students shall not be allowed into the building after it is closed for the day
10. Leaves supply requests for the day custodian to fill
11. Performs such other duties as may from time to time be assigned by the principal, including clean up after evening activities

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Nine months per year. Work hours to be established by the building principal. Salary to be established by the Board

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: December 13, 1982

Revised: August 13, 1990

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Part-Time Adult Maintenance Worker

**QUALIFICATIONS:** 1. Demonstrated aptitude for successfully performing tasks of the sort listed below  
2. Such additions and/or alternatives to the above qualifications that the superintendent may find appropriate and acceptable

**REPORTS TO:** Maintenance supervisor

**SUPERVISES:** Student and/or adult assistants as assigned

**JOB GOAL:** To maintain the physical plant and grounds in a condition of operating excellence, cleanliness, and safety, so that full educational and recreational use of them may be made at all times

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Makes minor repairs such as replacing broken windows, repairing and replacing locks, repairing and adjusting desks, repairing clocks, etc.
2. Participates in necessary painting and general repairs to plumbing, electrical, carpentry, and general mechanical areas
3. Performs general grounds maintenance such as mowing lawns, repairing fences, general clean up
4. Performs general maintenance and cleaning of buildings such as scrubbing and waxing floors, washing windows, cleaning and moving furniture, cleaning and sealing gym floors, washing walls, cleaning light fixtures, etc.
5. Such other tasks as may be assigned by the maintenance supervisor

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Works as needed. Salary and work days to be established by the superintendent.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: December 13, 1982

Revised: August 13, 1990

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Part-Time Student Maintenance Worker

**QUALIFICATIONS:**

1. At least 16 years of age
2. Demonstrated aptitude for successfully performing tasks of the sort listed below
3. Such additions and/or alternatives to the above qualifications that the superintendent may find appropriate and acceptable

**REPORTS TO:** Maintenance supervisor

**JOB GOAL:** To assist in the maintenance of the physical plant and grounds

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Performs general grounds maintenance such as mowing and watering lawns, repairing fences, general clean up, etc.
2. Assists with minor repairs such as replacing broken windows, repairing and replacing locks, repairing and adjusting desks, repairing clocks, etc.
3. Assists in general maintenance, painting, and cleaning of buildings
4. Such other tasks as may be assigned by the maintenance supervisor

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Part-time position (works as needed). Salary and work days to be established by the superintendent.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: December 13, 1982

Revised: August 13, 1990

Revised: August 9, 1993

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Transportation Supervisor

**QUALIFICATIONS:**

1. High school diploma
2. Experience in transportation and as a mechanic
3. Demonstrated aptitude for successfully performing tasks of the kind listed below
4. Such additions and/or alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Superintendent or his designee

**SUPERVISES:** Mechanics, transportation secretary, bus drivers

**JOB GOAL:** To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Develops and administers a transportation program to meet all the requirements of the daily instruction program and extracurricular activities
2. Recruits, trains, and supervises all transportation personnel, and makes recommendations on their employment, transfer, probation and release
3. Maintains all district owned equipment and develops plans for preventive maintenance. Individual service records shall be kept on each school bus or other vehicle
4. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety
5. Prepares and administers the transportation budget and authorizes purchases in accordance with district rules. Purchasing shall be by purchase order only.
6. Recommends bus routes and nontransportation zones to the superintendent and Board of Trustees annually and verifies claims for in-lieu-of transportation payments.
7. Prepares and updates bus schedules for all schools in the district
8. Cooperates with school principals and others responsible for planning special or extracurricular school trips
9. Works with drivers, parents, teachers, and principals in solving discipline problems on buses
10. Acts as liaison with parents for complaints and special requests
11. Conforms with all state laws and regulations regarding school transportation
12. Submits all data, insurance reports, time sheets, and other records and reports as may be required by the state or district superintendent
13. Advises superintendent on road hazards for decision on school closing during inclement weather
14. Attends appropriate committee and staff meetings
15. Develops recommendations for future equipment and personnel needs and prepares specifications for the bidding and purchase of new school buses or other major equipment
16. Performs such other duties as may be assigned by the superintendent

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Twelve months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative personnel.

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE \_\_\_\_\_  
(Employee)

Adopted: February 13, 1984  
Revised: January 12, 2009

[\(Return to menu\)](#)

**JOB DESCRIPTION****TITLE:** Assistant Transportation Supervisor**QUALIFICATIONS:**

- 1) High School diploma or equivalent
- 2) Three years working in public school transportation
- 3) Demonstrated aptitude for performing tasks of the kind listed below
- 4) Meets all requirements for bus driver
- 5) Such additions and/or alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Transportation Supervisor**JOB GOAL:** To assist the Supervisor in providing a safe and efficient operation of a school transportation program.**PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

- 1) Assists the supervisor in the overall administration of the transportation program
- 2) Assists as required with the training of drivers
- 3) Maintains all training records and files
- 4) Assists with recruitment of drivers
- 5) Assists in developing and maintaining computerized systems used by the department
- 6) Serves as Supervisor in the absence of the Supervisor
- 7) Maintains high standards of safety and good housekeeping methods in all work connected areas
- 8) Serves as relief bus driver when requested
- 9) Performs such other tasks as may be assigned by the Transportation Supervisor.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the Transportation Supervisor's office and the district-wide administration office.

Twelve months per year. Salary to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Employee)

Adopted: July 12, 2004

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

### **TITLE:**

Transportation Secretary

### **QUALIFICATIONS:**

1. A high school diploma or equivalent.
2. Ability to operate standard office equipment including Microsoft computer applications; to use English in both written and verbal form; and, to use correct spelling, grammar, and punctuation
3. Minimum of three years experience in a secretarial position.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **REPORTS TO:**

Transportation supervisor

### **JOB GOAL:**

To assure the smooth and efficient operation of the department so that the office's maximum positive impact on the transportation of children can be realized.

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to :)

1. Performs office routines as assigned by the supervisor
2. Maintains such transportation records as may be required
3. Registers and assigns new students to be transported
4. Maintains an accurate and organized record keeping system for student data, route information, and bus fleet information
5. Processes incoming correspondence
6. Places and receives telephone calls and records messages
7. Orders and maintains supplies as needed
8. Maintains an inventory of department items
9. Performs such other tasks as may be assigned by the transportation supervisor

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Twelve months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: December 13, 1982

Revised: August 13, 1990

Revised: August 9, 1993

Revised: August 9, 2004

Revised: January 12, 2009

[\(Return to menu\)](#)

**JOB DESCRIPTION****TITLE:** Lead Mechanic**QUALIFICATIONS:**

1. High school diploma or equivalent
2. Literacy in the English language
3. Demonstrated success in performing a wide variety of tasks requiring an understanding of and proficiency at automotive mechanical repair
4. Meets all requirements for bus driver
5. Such additions and/or alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Transportation supervisor**SUPERVISES:** Mechanics and/or mechanic's helper(s)**JOB GOAL:** To keep the district's motorized vehicles in such a state of operating excellence that they present no problems or interruptions to the educational program.**PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Diagnoses, assigns, and repairs district automotive equipment
2. Helps maintain a current inventory of supplies and equipment
3. Establishes an efficient and effective system of routine automotive maintenance and preventive care
4. Sets up and supervises a system for the receipt and issuance of parts and supplies and the keeping of records and inventories
5. Lays out, assigns, supervises, and inspects the work of mechanics in the overhaul and repair of district automotive equipment
6. Assists in the recruitment, screening, training, and evaluating of garage employees
7. Promotes high standards of safety and good housekeeping methods in all work
8. Verifies time cards of garage workers
9. Performs such other tasks and assumes other responsibilities as the transportation supervisor may assign

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Twelve months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: December 13, 1982

Revised: August 13, 1990

Revised: August 12, 1991

Revised: January 12, 2009

[\(Return to menu\)](#)

**JOB DESCRIPTION****TITLE:**

Mechanic

**QUALIFICATIONS:**

1. Literacy in the English language
2. Demonstrated success in performing a wide variety of tasks requiring an understanding of and proficiency at automotive mechanical repair
3. Meets all requirements for bus driver
4. Such additions and/or alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:**

Lead Mechanic and/or transportation supervisor

**JOB GOAL:**

To assist in keeping the district's motorized vehicles in such a state of operating excellence that they present no problems or interruptions to the educational program

**PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Maintains high standards of safety and good housekeeping methods in all work connected areas
2. Diagnoses and repairs district automotive equipment
3. Maintains service and repair records on district vehicles
4. Helps maintain a current inventory of supplies and equipment
5. Serves as relief bus driver when requested
6. Performs such other tasks as may be assigned by the head mechanic or transportation supervisor

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Twelve months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: December 13, 1982

Revised: August 13, 1990

Revised: August 12, 1991

Revised: January 12, 2009

[\(Return to menu\)](#)



**JOB DESCRIPTION****TITLE:** Mechanic's Assistant**QUALIFICATIONS:**

1. Literacy in the English language
2. Demonstrated success in performing a wide variety of tasks requiring an understanding of and proficiency at automotive mechanical repair
3. Meets all requirements for bus driver
4. Such additions and/or alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Lead Mechanic, Mechanic, and/or Transportation Supervisor**JOB GOAL:** To assist in keeping the district's motorized vehicles in such a state of operating excellence that they present no problems or interruptions to the educational program**PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Maintains high standards of safety and good housekeeping methods in all work connected areas.
2. Assists in the servicing and minor repair of district automotive equipment.
3. Helps maintain service and repair records on district vehicles as appropriate.
4. Assists with fueling, system checks and tire repair of district vehicles and equipment.
5. Serves as relief bus driver when requested.
6. Assists with driver training (i.e. pretrip inspections, proper use of district vehicles and routing).
7. Performs such other tasks as may be assigned by the Lead Mechanic or Transportation Supervisor.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Twelve months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Employee)

Adopted: December 13, 1982

Revised: August 13, 1990

Revised: August 10, 1998

Revised: August 9, 1999

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

### **TITLE:**

Bus Driver

### **QUALIFICATIONS:**

1. At least 21 years of age
2. Possess a driving record which will allow for a level of insurability as required by the Board of Trustees
3. Complete required training for driving a school bus
4. Be eligible to hold a valid commercial driver's license to operate a school bus as required by Idaho law
5. Such additional physical, health, or other requirements as the Board may require

### **REPORTS TO:**

Transportation supervisor

### **JOB GOAL:**

To provide safe and efficient transportation so students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Obeys all traffic laws and drives safely and responsibly, adjusts driving to road and weather conditions and puts on chains when needed
2. Observes safety regulation for school buses, inspects the bus before each operation for mechanical defects, and reports any problems to the proper authority. Maintains first aid kits and other emergency equipment.
3. Effectively enforces district rules and regulations and reports discipline problems to the proper authority
4. Keeps the bus clean and inspects the bus before and after each route to isolate vandalism
5. Transports only authorized students and discharges students only at authorized stops
6. Exercises responsible leadership when on out-of-district school trips
7. Maintains required records including student roster, route miles, safety inspections, student pickup and delivery times, daily log, etc.
8. Performs such other duties as the transportation supervisor may assign

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Approximately 180 days per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: December 13, 1982

Revised: August 13, 1990

Revised: August 9, 1993

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

### **TITLE:**

Technology Director

### **QUALIFICATIONS:**

1. Any combination equivalent to: bachelor's degree in computer science, business administration, management information systems or related field and five years increasingly responsible experience in technology management including two years in a supervisory capacity.
2. Proficient with Windows operating systems & Microsoft Office (including Word, Excel, & Access)
3. Knowledge of WAN and LAN administration
4. Ability to handle confidential/sensitive information
5. Ability to work independently and to prioritize duties with little or no supervision
6. Excellent written and oral communication skills
7. Requires human relations skills sufficient to conduct training with small groups, make presentations, facilitate small group processes, and resolve problems.

### **REPORTS TO:**

Director of Business and Support Services

### **SUPERVISES:**

Such non-certificated personnel as designated

### **JOB GOAL:**

To plan, organize, and direct the District's technology program.

### **PERFORMANCE RESPONSIBILITIES:** Typical tasks shall include but not be limited to:

1. Plans, organizes, controls and directs the District's technology program; develops and implements the District's technology plan, responds to short and long-term administrative and instructional technology needs
2. Provides technical support for users of computer systems District-wide; responds to requests for technological assistance from District, department and site personnel; works with departments, sites and divisions to assure optimum acquisition, installation, maintenance, utilization, repair and security of available technology
3. Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends termination and disciplinary actions
4. Supervises, plans and coordinates the set up of file servers, workstations and workgroup printers and the installation and maintenance of local area and wide area networks; maintains the operational integrity of the District's computing networking systems
5. Reviews computer orders, makes modifications as needed, and prepares configuration specifications; prepares bid specifications for computers and evaluates bid responses
6. Develops and implements functional specifications, standards and requirements for hardware and/or software purchase and design to assure optimum system and end-user performance; evaluates, learns and implements new technology and trains department and/or school staff in its proper use
7. Reviews requests for services; resolves problems or determines appropriateness of new applications for automation. Assigns work and determines priorities for work to be completed
8. Administers web services, web sites for schools/departments/special projects, maintains Internet filter, and troubleshoots Internet/network problems
9. Provides technical expertise, information and assistance to the Administration regarding assigned functions, and assists in the formulation and development of policies, procedures and programs
10. Advises the Administration of unusual trends or problems and recommends appropriate corrective action
11. Directs the preparation and maintenance of a variety of reports, records and files related to assigned activities and personnel
12. Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information
13. Controls and authorizes expenditures in accordance with established limitations and approves requisitions for computer hardware, software and supplies and prepares purchase requisitions
14. Operates a computer and assigned software programs and operates other office equipment as assigned
15. Perform such other tasks as may be assigned by the superintendent or Board

**TERMS OF EMPLOYMENT:** Twelve month for 220-230 contracted days of which 180 must be the regularly scheduled school days.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative personnel.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted: August 11, 2003

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

### **TITLE:**

Network Administrator

### **QUALIFICATIONS:**

1. AA\AS degree in computer science or related field.
2. Novell Administrator and/or Novell Engineer certification preferred.
3. Five or more years of experience in information technology with a minimum of two years experience in Novell network administration.
4. Additional years of relevant experience may be accepted in place of formal education.
5. Excellent customer service, organizational, and communication skills are required.
6. Working knowledge of: LAN\WAN architecture; Novell administration (Version 6 preferred); GroupWise(Ver. 6.5 preferred); ZEN for Desktops; Windows sharing and other common network and PC applications; and, cat 5, RJ45, point-to-point wireless connectivity and fiber.
7. Working knowledge of various web editors and experience in web design and maintenance.
8. A+ certification or equivalent experience in computer repair, maintenance, and upgrades.

### **REPORTS:**

Reports to the Director of Technology

### **GOAL:**

The Network Administrator oversees the District Novell network, helping ensure stable and effective support for the educational efforts of the District.

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks include but shall not be limited to:)

1. Assumes overall technical support for the proper operation, application, and maintenance of District networks
2. Maintains knowledge of the most current file servers, print servers, gateways, bridges, routers, and operating systems
3. Maintains network performance using diagnostic equipment and tools (Software)
4. Configures and installs desktop operating systems (95-XP), client-server software programs, printing services and attached peripheral equipment and hardware
5. Manages Email, Web servers, file servers and various application databases, Microsoft 2000 Servers, Unix Servers, Novell 6
6. Identifies/determines requirements for new application systems and revisions to current systems
7. Provides for the security of both the system and the end-users
8. Provides technical assistance to the various school district departments (i.e. instructional, administration, transportation, maintenance, etc.) in the utilization of technology
9. Assists with planning staff training programs as they relate to the application of technology in the instructional and administrative process
10. Conducts training seminars and workshops as appropriate to the proper application of hardware and software within the district
11. Makes minor repairs and alterations to on-site equipment, and assists with cabling as appropriate
12. Installs new equipment and wiring as necessary to keep all network systems functioning properly
13. Performs such other duties as may be assigned

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Twelve month year. Salary to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Non-Certificated Personnel.

**APPROVED BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_  
(Employee)

Adopted: December 8, 2003

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:**

Technology Services Specialist

**QUALIFICATIONS:**

1. Minimum of two years successful training in computers relating to systems management, networking, and multi media applications.
2. Familiarity with state-of-the art technology as it pertains to educational applications
3. Knowledge of appropriate resources, organizations, and vendors relevant to hardware and software availability.
4. Such additions and/or alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS:**

Reports to the Technology Director

**GOAL:**

To insure the smooth and efficient operation of all technology applications including computer hardware, software, training and instruction for the school district.

**PERFORMANCE RESPONSIBILITIES:** (Typical tasks include but shall not be limited to:)

1. Participates in district-wide technology committees that are developing long-range plans for the school system.
2. Coordinates a district-wide hardware and software selection, acquisition, and distribution plan.
3. Assumes overall technical support for the proper operation, application, and maintenance of district computer hardware and software.
4. Provides computer programming support for the district.
5. Provides technical assistance to the various school district departments (i.e. instructional, administration, transportation, maintenance, etc.) in the utilization of technology.
6. Assists with planning staff training programs as they relate to the application of technology in the instructional and administrative process.
7. Conducts training seminars and workshops as appropriate to the proper application of hardware and software within the district.
8. Makes minor repairs and alterations to on-site equipment as appropriate.
9. Establishes a program and schedule for routine cleaning and maintenance of technology equipment.
10. Installs new equipment and wiring as necessary to keep all technology systems functioning properly.
11. Assists the school district in the development of technology curriculum.
12. Performs such other duties as may be assigned.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Twelve month year. Salary to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Non-Certificated Personnel.

**APPROVED BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_

(Employee)

Adopted: August 14, 1995

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:** Technology Services Assistant

**QUALIFICATIONS:** Minimum of two years successful training in computers relating to systems management, networking, and multi media applications.  
Familiarity with state-of-the art technology as it pertains to educational applications.  
Knowledge of appropriate resources, organizations, and vendors relevant to hardware and software availability.  
Such additions and/or alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS:** Reports to the Technology Director and Principal, as per building assignment

**GOAL:** To insure the smooth and efficient operation of all technology applications including computer hardware, software, training and instruction for the school district.

### **PERFORMANCE RESPONSIBILITIES:** (Typical tasks include but shall not be limited to:)

1. Assists with technical support for the proper operation, application, and maintenance of district computer hardware and software.
2. Provides computer programming support for the district.
3. Provides technical assistance to the various school district departments (i.e. instructional, administration, transportation, maintenance, etc.) in the utilization of technology.
4. Assists with planning staff training programs as they relate to the application of technology in the instructional and administrative process.
5. Conducts training seminars and workshops as appropriate to the proper application of hardware and software within the district.
6. Makes minor repairs and alterations to on-site equipment as appropriate.
7. Assists with a program and schedule for routine cleaning and maintenance of technology equipment.
8. Installs new equipment and wiring as necessary to keep all technology systems functioning properly.
9. Performs such other duties as may be assigned.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Twelve month year. Salary to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Non-Certificated Personnel.

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE \_\_\_\_\_  
(Employee)

Adopted: November 4, 1996

Revised: January 12, 2009

[\(Return to menu\)](#)

## **JOB DESCRIPTION**

**TITLE:**

Food Service Secretary

**QUALIFICATIONS:**

1. Current Food Handler's card is required.
2. Ability to operate standard office equipment, including Microsoft computer applications; to use English in both written and verbal form; and, to use correct spelling, grammar, and punctuation
3. Ability to perform simple arithmetic including weights and measures. Ability to make rapid calculations.
4. Must relate well with fellow employees, students, and staff.
5. Must be clean and well groomed, have a positive attitude and a willingness to work.
6. Ability to follow oral and written directions and adapt to changing situations.

**REPORTS TO:**

Food Service Supervisor and Director of Business and Support Services

**JOB GOAL:**

Responsible for clerical functions and administrative support of food service program.

**PERFORMANCE RESPONSIBILITIES:** (Typical tasks shall include but not be limited to:)

1. Maintains confidential personnel files
2. Enters weekly cash sales and meal counts using computer.
3. Processes for payment vendor invoices, making sure addition is correct and checking item prices against bid specifications, making sure there is no discrepancy in pricing
4. Reconciles monthly vendor statements and daily bank statements
5. Maintains accurate, up to date records of students eligible for free and reduced priced lunches
6. Prepares monthly state claim form for reimbursement.
7. Assists Food Service Supervisor, monthly, in preparation of end of month financial reports
8. Assists management staff in preparing confidential employment and labor relations documents, including but not limited to proposed disciplinary notices and labor relations correspondence and proposals.
9. Assists as needed, in the procurement of substitute food service workers for those employees who may be ill
10. Answers telephones, maintaining proper phone etiquette
11. Attends in-service and/or safety meetings as required
12. Works effectively and maintains good working relationships with co-workers, school personnel, administrators, students, parents and Food Service Supervisor
13. Perform other related tasks as assigned

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Nine months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certificated personnel.

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Employee)

Adopted: August 10, 1998

Revised: January 12, 2009

[\(Return to menu\)](#)