

Waterbury Public Schools

JOB CLASSIFICATION DESCRIPTION

JOB CLASSIFICATION TITLE:

Assistant Pupil Transport Coordinator

DEPARTMENT:

Transportation

SALARY

\$70,000 to \$90,000

BARGAINING UNIT CLASSIFICATION:

(Non-Bargaining Unit) follows MMA

REPORTS TO:

Works under the direction of Pupil Transport coordinator and the Chief Operating Officer or other administrator of a higher grade

FLSA DESIGNATION:

Exempt

PART I - SUMMARY OF CLASSIFICATION

This class is accountable for assisting in the supervision of the entire school transportation operations and program for the District.

PART II - MINIMUM KNOWLEDGE, SKILLS AND ABILITIES**A. EDUCATION AND EXPERIENCE:****General Experience:**

1. Six (3) years of experience in the operation and/or maintenance of fleet vehicles.

Special Experience:

1. One (1) year of the General Experience must have included the responsibility for scheduling routes and assigning drivers.

Special Requirement:

1. Incumbents in this class may be required to possess appropriate current licenses or permits.

B. CREDENTIALS:**C. LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

1. Incumbents in this class may be required to possess a current Connecticut Motor Vehicle Class D Operator License.

D. CONTINUING EDUCATION REQUIREMENTS:**E. KNOWLEDGE, SKILLS AND ABILITIES:**

1. Considerable knowledge of methods and equipment utilized to transport goods and people;
2. Considerable knowledge of methods of repair of automotive equipment;
3. Considerable interpersonal skills;
4. Considerable oral and written communication skills;

5. Administrative skills;
6. Ability to oversee a budget and maintain a running balance of funds expended;
7. Ability to maintain records such as personnel records, inventories of supplies, maintenance schedules, route schedules, etc.;
8. Ability to operate assigned motor equipment;
9. Supervisory ability;
10. Ability to work with individuals from diverse backgrounds.

PART III - POSITION SUPERVISES:

1. Assist in the supervision of employees engaged in transportation operations as assigned.

PART IV - ESSENTIAL FUNCTIONS

The following identifies the primary and essential functions of the position and is not intended to be an exhaustive listing of all duties.

1. Acts as liaison with other operating units, agencies and outside officials regarding Transportation policies and procedures;
2. Assist in determining priorities and plans under district Transportation
3. Assist in Develops or makes recommendations on the development of department procedures and standards;
4. Ensures driver safety;
5. Ensures that all Federal, state, local, and Board policies and procedures that apply to the Transportation, including CDL license, are enforced;
6. Assists in establishing and maintaining Transportation procedures;
7. Assists in establishing daily and periodic routes for the transportation of students;
8. Reports road hazards and problems with bus runs to the Pupil Transportation Coordinator.
9. Responds to accidents/incidents /emergencies involving school buses.
10. Assist in receiving, reviewing and resolving parent’s complaints /concerns regarding bus tops, runs, and schedule problems for school buses.
11. Assist in evaluating safety of road conditions during inclement weather and work collaboratively with the Pupil Transportation Coordinator, Chief Operating Officer and/or Superintendent of Schools to make recommendations for school delays/closures/early dismissal.
12. Assists in estimating cost of transportation services and project budgets;
13. Monitors employee performance and conducts performance evaluations;
14. Assist in preparing and recommending annual budget for Transportation department;
15. Assist in busing RFPs and contracts.
16. Communicate with bus companies, administrators, school staff, parents and others for the purpose of determining bus routes in conformance with district policies.
17. Assist in scheduling, assigning, overseeing and reviewing the work of staff;
18. Informs schools and Central Office Staff when all the buses have cleared.
19. Assists bus companies in retrieving up-to-date student/parent information either from the records system (PowerSchool) or from the school’s office staff.
20. Assists with coordinating Crossing Guard and/or Bus Driver staff meetings as needed.
21. Performs other related duties as required.

PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Physical Requirements:

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C	N	O	F	C
Physical Demands					Depth Perception		X						
Standing		X			Color Distinction		X						
Walking		X			Peripheral Vision		X						
Sitting			X		Driving	X							
Lifting		X			Physical Strength:								
Carrying		X			Little Physical Effort (-10 lbs.)		X						
Pushing		X			Light Work (-20 lbs.)		X						
Pulling		X			Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)	X							
Balancing		X			Very Heavy Work (100+ lbs.)	X							
Stooping		X			Environmental Conditions								
Kneeling		X			Cold (50 degrees F or less)		X						
Crouching		X			Heat (90 degrees F or more)		X						
Crawling	X				Temperature Changes		X						
Reaching		X			Wetness		X						
Handling		X			Humidity		X						
Grasping		X			Extreme Noise or Vibration		X						
Twisting		X			Exposure to Chemicals	X							
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to bodily fluids		X						
Repetitive Motion				X	Exposure to dampness		X						
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area	X							
Visual Acuity/Near			X		Mechanical Hazards	X							
Visual Acuity/Far			X		Physical danger or abuse		X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

Waterbury Public Schools is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the District when necessary.

Prepared on:

City of Waterbury & Waterbury Public Schools

JOB CLASSIFICATION DESCRIPTION

JOB CLASSIFICATION TITLE

School Security Coordinator
(Non-Competitive, Unclassified)

REPORTS TO:

Director of Safety and Security and Superintendent of Schools or his/her designee

DEPARTMENT

Department of Safety and Security- BOE

FLSA DESIGNATION

Exempt

Salary: \$65,000 ~ \$95,000

Bargaining Unit Classification: Non-Union – follows MMA

** Continued employment is contingent upon grant funding*

PART I - SUMMARY OF CLASSIFICATION

This class is accountable for performing a full range of general security monitoring, public interaction, and clerical functions.

PART II - MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

A. REQUIRED EDUCATION AND EXPERIENCE:

1. Prior experience in a school setting, law enforcement, or security-related field. That could reasonably be expected to perform the range of functions listed below.

B. CREDENTIALS:

1. Nine (5) years of experience in security, public safety, law enforcement, corporate or industrial safety operation.

C. LICENSURES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

1. Incumbents are required to travel in the course of their daily work.
2. Incumbents in this class may be required by the appointing authority to possess Certified Protection Professional designation or the ability to acquire the designation within an established time frame.
3. Incumbents in this class may be required to be on twenty-four-hour call.

D. CONTINUING EDUCATION REQUIREMENTS:

E. KNOWLEDGE, SKILLS AND ABILITIES:

- Basic oral and written communication skills;
- Basic interpersonal skills;
- Extensive knowledge of security protocols and emergency preparedness;
- Excellent organizational skills and attention to detail;
- Ability to follow oral and written instructions;
- Ability to operate office equipment;
- Ability to perform basic clerical tasks;

- Ability to work with individuals from diverse backgrounds.
- Ability to conduct training.
- Knowledge and experience in applying best practices for safety and security programs, preferably in an educational setting;
- Knowledge of report writing;

PART III - POSITION SUPERVISES:

Not applicable

PART IV - ESSENTIAL FUNCTIONS

The following identifies the primary and essential functions of the position and is not intended to be an exhaustive listing of all duties.

- Monitor security footage of hallways, cafeteria, and security camera matrix for Schools
- Ensure cameras are working in all schools and report issues to the Director of Safety and Security.
- Alert the Director of Safety and Security to any concerns or issues observed in any of the school cameras.
- Inspect building facilities periodically to ensure the safety and well-being of students and staff and the security of the facilities and communicate with Department Head, Principals, and Public Safety Officials.
- Immediately contacts Emergency Personnel in the event of an emergency or problematic situation;
- Assists in maintaining a positive working relationship with local police, fire, and other emergency response departments;
- Assist in managing security systems, software, and equipment including access control and CCTVs;
- Assist in reviewing records and logs of security incidents and completes required reports;
- Possesses knowledge of first aid, CPR and restraint;
- Assist in Coordinates with internal/external emergency response protocols and/or agencies;
- Schedule monitoring of all Waterbury Public Schools during arrival, lunch waves at the high school and middle school levels, exterior monitoring of elementary schools during outside activities as well as district-wide dismissals.
- Assist school administrators in monitoring “trouble areas” within specified schools to ensure students are safe and not in off limited parts of the buildings.
- Assist the Director of Safety and Security with capturing footage for investigations related to police matters, CIRMA and Litigation claim.
- Monitor Fire Digitizer currently housed at Waterbury PD to ensure no schools are “offline or in trouble mode” and report any issues immediately to the Director of Safety and Security.
- Assist the Director of Safety and Security with managing emergency situations at schools as well as emergency responders by tracking activities in the affected schools via local cameras.
- Monitor dispatch traffic for Police and Fire and report any school-related calls to the Director of Safety and Security.
- Monitor daily SONITROL activity to ensure all buildings are being armed as required and alert the Director of Safety and Security to any system issues requiring repair.
- Request SONITROL codes for BOE employees upon approval from the Director of Safety and Security.
- Manage the filing of all Safety meetings in the shared drive as well as oversee that all fire and safety drills are completed each month by all city schools.
- Assist the Director of Safety and Security with administering and monitoring the AED program currently in all schools.

- Assist the Director of Safety and Security Director with tracking CIRMA claims for BOE and end-of-year audit for OSHA.
- Assist the Director of Safety and Security with assessing First Reports of Injury Claims on a daily basis to determine if further investigation is needed or if school equipment or structures that caused the accident need to be repaired or replaced.
- Assist Safety and Security Director with gathering information for student or visitor injuries that occur on school property.
- Track all Incident Reports submitted by all district schools.
- Assist the Director of Safety and Security with further developing the ALL Hazards Plan for the district and updating emergency procedures and reporting formats.
- Assist the Director of Safety and Security with developing updated district key requests for schools and policy regarding master and room keys requests.
- Track all service requests for intrusion alarm, camera, and access control issues.
- Confer with the Director of Safety and Security on school traffic issues and public complaints in reference to school traffic.
- Track all safety and security requests from school administrators (additional card access, tinting, fencing, rerouting school traffic, replacing exterior doors, etc.)
- Assist the Director of Safety and Security with fire and safety audits during the summer months.
- Manage and administer daily alerts to cabinet members related to school arrests or any other pertinent matters that need to be conveyed.
- Oversee school radio distribution;
- Performs related duties as required.

PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Physical Requirements:

Employees appointed to positions in this class must maintain visual and auditory acuity and must maintain such physical fitness as to be able to perform assigned duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception		X		
Standing			X		Color Distinction		X		
Walking			X		Peripheral Vision		X		
Sitting			X		Driving		X		
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10lbs.)		X		
Pushing		X			Light Work (-20 lbs.)	X			
Pulling		X			Medium Work (20-50 lbs.)	X			
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions				
Kneeling		X			Cold (50 degrees F or less)	X			
Crouching		X			Heat (90 degrees F or more)	X			
Crawling	X				Temperature Changes		X		
Reaching		X			Wetness	X			
Handling		X			Humidity	X			
Grasping		X			Extreme Noise or Vibration	X			

Twisting		X		Exposure to Chemicals	X			
Feeling			X	Exposure to Gases and Fumes	X			
Talking			X	Exposure to Unpleasant Odors		X		
Hearing			X	Exposure to bodily fluids	X			
Repetitive Motion		X		Exposure to dampness	X			
Hand/Eye/Foot Coordination			X	Confinement to a Small or Restricting Area	X			
Visual Acuity/Near			X	Mechanical Hazards	X			
Visual Acuity/Far			X	Physical danger or abuse		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

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Approved by

Waterbury Public Schools

JOB CLASSIFICATION DESCRIPTION

BARGAINING UNIT CLASSIFICATION

Non-Union (Follows Seiu-3)

REPORTS TO:

Receives direction from the District Liaison to the Homeless.

FLSA DESIGNATION

Non-Exempt, 12 months, 20 hours /week; \$16.00 per hour. Note: This is a part time, non-union, grant-funded position with no benefits that exists as long as grant funds are available.

JOB CLASSIFICATION TITLE

Custodian-Stockroom Clerk

DEPARTMENT

McKinney Vento Office at Welcome Center

INCUMBENT NAME

Grants

PART I - SUMMARY OF CLASSIFICATION

This class works under the direct supervision of the District Liaison to the Homeless. This position plans, organizes and monitors the receiving, storage and distribution of items received from suppliers/vendors or other departments, ensuring that all inventory is properly maintained.

PART II - MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

A. EDUCATION AND EXPERIENCE

Education:

High School Diploma or a General Education Development (GED) Certificate.

General Experience:

Any experience and training which provide the knowledge, skills and abilities listed below.

Preferred: Previous direct or related work experience in an urban school district and/or a multi-cultural environment.

B. CREDENTIALS:

C. LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:

1. Incumbents in this class may be required to possess a current Connecticut Motor Vehicle Class D Operator License.

D. CONTINUING EDUCATION REQUIREMENTS

E. KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to follow all safety precautions, assist in safety hazards and report deficiencies;
2. Ability to follow directions and make decisions related to general cleaning practices and departmental procedures;
3. Ability to organize daily routine and sustained cleaning and follow-up functions of the position and work area;
4. Ability to perform manual work for an extended period under varying climactic conditions;
5. Ability to read and write English;
6. Ability to receive, stock, monitor and maintain inventory;
7. Ability to understand and follow oral and written instructions;
8. Ability to use stairs frequently;
9. Ability to work with a variety of people and to work cooperatively with District staff, parents and students in a team environment;
10. Excellent physical condition;
11. Possess some interpersonal skills;

PART III - POSITION SUPERVISES

N/A

PART IV - ESSENTIAL FUNCTIONS

The following identifies the primary and essential functions of the position and is not intended to be an exhaustive listing of all duties.

1. Assist with shipment arrivals, bringing boxes inside building;
2. Assist with creating, applying and checking labels on boxes for delivery to warehouse;
3. Collects and disposes of trash;
4. Dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers;
5. Frequently uses stairways;
6. Gather order requests and pack them;
7. May lubricate or tighten door hinges, drawers, cabinets, etc.;
8. Organize and maintain inventory and orders;
9. Performs minor maintenance;
10. Reports needs for repairs;
11. Simple record keeping/inventory methods;
12. Stock/restock inventory, put shipments away in stockroom;
13. Performs related duties assigned.

PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to significant levels of dust, heat, noise, extreme weather conditions and risk of injury from equipment and assaultive and/or abusive students.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
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Walking			X		Peripheral Vision		X						
Sitting		X			Driving		X						
Lifting			X		Physical Strength:								
Carrying			X		Little Physical Effort (-10 lbs.)				X				
Pushing		X			Light Work (-20 lbs.)				X				
Pulling		X			Medium Work (20-50 lbs.)				X				
Climbing			X		Heavy Work (50-100 lbs.)		X						
Balancing			X		Very Heavy Work (100+ lbs.)		X						
Stooping			X		Environmental Conditions								
Kneeling			X		Cold (50 degrees F or less)		X						
Crouching			X		Heat (90 degrees F or more)		X						
Crawling		X			Temperature Changes		X						
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Grasping			X		Extreme Noise or Vibration		X						
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Prepared on: April 19, 2022

DRAFT