

# **ACTION**

## **Item 10A.**

### **Updated Job Descriptions**

## HUMBOLDT UNIFIED SCHOOL DISTRICT

TO:	Humboldt Unified School District Governing Board	Item #	IDA
FROM:	Dan Streeter, Director of Human Resources	Reading	
DATE:	April 8, 2014	Discuss	
SUBJECT:	Updated Job Descriptions	Action	X

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**OBJECTIVE:** Goal # 4 To Attract and Retain Highly Effective Employees

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**SUPPORTING DATA:**

In September 2013, the Human Resources Department began working with the Bagnall Company, a human resource consulting group. This contact was made regarding assistance with the review of all current job descriptions. The purpose for a review of all current job descriptions included:

- Ensuring that a job description existed for all current positions within HUSD
- Ensuring that all existing job descriptions were compliant with state and federal regulations
- Ensuring that the format of job descriptions were consistent
- Ensuring that the content of current job descriptions were consistent with actual tasks and responsibilities being performed by employees

The process for the completing the job description review project included:

- Providing a payroll report and all current job descriptions to Lynda McKay, our Bagnall Company consultant
- Conducting an on-site review of current job descriptions, identified work locations, and supervisors based on the payroll report
- Inventorying current job descriptions based on provided payroll report
- Selecting an appropriate template for job descriptions
- Updating all job descriptions to ensure compliance with state and federal regulations
- Distributing first drafts all supervisors for review of responsibilities, tasks, and requirements with current employees
- Providing revisions based on input and discussion between supervisors, employees, and district administrators
- Distributing and reviewing second drafts based on earlier input
- Identifying inconsistencies and potential issues contained in the first two drafts (ie. job titles, inconsistencies in identified responsibilities, FLSA status, and necessary components)
- Committee work between employees and supervisors to address inconsistencies
- Recommending final changes to our consultant
- Distributing final drafts to supervisors for final review

The results of these actions have yielded one hundred and twelve (112) updated job descriptions. In most cases, only minor updates were required. However, there were several instances in which the district was able to update and provide consistency to job descriptions. Extensive work was done for library coordinator positions and clerical positions. At this point, the district administration feels that it has completed the goals listed above. All current jobs within HUSD now have an updated, compliant job description.

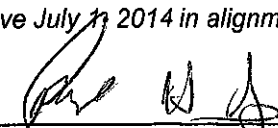
**SUMMARY & RECOMMENDATION:**

It is the recommendation of the administration that the attached job descriptions be approved effective July 1, 2014 in conjunction with the issuance 2014-2015 work agreements and contracts.

**Sample Motion:**

*I move to approve the attached job descriptions effective July 1, 2014 in alignment with 2014-2015 contracts and work agreements.*

Approved for transmittal to the Governing Board:

  
Dr. Paul Stanton, Superintendent

Questions should be directed to: Dan Streeter, Director of Human Resources (928) 759-4006



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>ACCOUNTING CLERK- HIGH SCHOOL</b>
<b>DEPARTMENT:</b>	School Office Administration
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 7
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Performs general accounting functions including bookkeeping, making deposits, collections of fees for student activity accounts, auxiliary accounts, extracurricular activities and co-curricular activities. Serves as an information resource of district policies and practices.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Receive all payments from students in their school account.
- Process bills on student accounts
- Answer questions regarding student accounts
- Processes all deposits and purchase requisitions pertaining to tax credit, student activity funds and auxiliary funds in accordance with USFR requirements
- Work with district office to answer inquiries on requisitions and other high school paperwork
- Maintain records on Fundraiser/Event requests including getting proper authorization
- Maintain files of purchase orders including getting proper authorization
- Receiving items and deliver to requestor
- Send receipts and packing slips to District Office for payment, and recording in account spreadsheets.
- Help in processing in-state and out of state travel paperwork which includes getting proper authorizations, and making sure all parts of travel are handled
- Deposits all funds to the District Office in a timely manner per established procedures
- Processes ticket sales and receipts for extracurricular and co-curricular activities
- Maintains records for student activity accounts, receives collections and fees, and makes deposits
- Keeps records for auxiliary accounts, receives collections and fees and makes deposits
- Assists with student registrations
- Performs recordkeeping and accounting duties associated with the JTED program
- Maintains various accounts spreadsheets, such as department and vendor accounts
- Prepares various reports and retrieves records for auditors, department heads and vendors, as needed
- Assists with year-end and closing functions as needed
- Reconcile accounts between district office and high school

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of generally accepted accounting practices
- Able to perform basic mathematical operations, compute rates, ratios, and percents, and create and interpret graphs
- Ability to communicate effectively verbally and in writing
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members



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- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 1 year previous accounting experience
- Experience with automated accounting systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, climb, stoop and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor environment. This position regularly works indoors. The noise level in the work environment is generally moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*





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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>ADMINISTRATIVE SECRETARY</b>
<b>DEPARTMENT:</b>	School Office Administration
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 7
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Performs office and administrative functions to ensure effective school communications; monitors staff attendance, processes facility use requests, transportation requests, time card distribution and collection, student records/files/enrollment and monitors assignment of substitute staff.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Prepares all memos, letters, school-wide communications, or other documents as required for parents, students, teachers, staff or the District Office
- Resolves difficult situations by applying appropriate conflict resolution methods
- Follows district guidelines in disciplining students when Administrator is off campus
- Processes all employee absence forms and leave requests, new hires
- Maintains all information relative to the school, facilities or personnel
- Collects all time cards, checks for accuracy and submits to the district office following authorization by the site administrator
- Collects all monies and ensures that fees are deposited in proper accounts where applicable
- Coordinates substitute teacher activities with the district office
- Receives incoming phone calls and greets and directs visitors to school locations
- May ensure all outgoing U.S. mail is properly sorted and distributed to proper recipients
- Maintains Professional Development hours for the teachers
- May process, administer and/or track discipline records, quarterly awards, professional development hours (teachers), progress reports, school website

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Ability to communicate effectively verbally and in writing
- Ability to do perform multiple clerical functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent



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- 2-3 years previous school office experience preferred
- Experience with various modern office equipment and systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>ADMINISTRATIVE SECRETARY - SPECIAL SERVICES</b>
<b>DEPARTMENT:</b>	Special Services Office
<b>REPORTS TO:</b>	Director of Special Services
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 8
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides direct support to the Director of Special Services and special education staff, district-wide. Performs office and administrative support functions in support of district special education programs. Ensures professional and effective communication with parents, administrators, staff, vendors, and local and state agencies.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Maintains a thorough understanding of district special education programs, policies and procedures
- Keeps abreast of current state and federal education laws including IDEA and FERPA
- Assists Director with all administrative responsibilities
- Assists in the creation of Governing Board Recommendations
- Receives incoming phone calls and greets and directs visitors
- Assists with the preparation and administration of special education grants, ensuring compliance with mandated budgetary requirements
- Creates purchase requisitions for vendors, staff and supplies
- Tracks purchase order expenditures and submits receipts and invoices to accounts payable for payment and/or reimbursement
- Random Moment Time Study Coordinator for the federal Medicaid billing program
- Assists with planning and implementation of special education staff professional development and training
- Provides administrative support to district special education programs including YTP, ESY and preschool
- Arranges conference travel for Director
- Orders and receive all supplies for the special services office and staff
- Processes all employee absences and leave requests
- Collects all time cards, checks for accuracy, enters the hours in the district accounting system and submits to the district office following authorization by the site administrator
- Ensures that all outgoing U.S. mail is properly sorted and incoming mail is distributed to proper recipients

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Ability to communicate effectively verbally and in writing
- Ability to do perform multiple clerical functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict in a professional manner

**QUALIFICATIONS & REQUIREMENTS:**



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**Education & Experience:**

- High School diploma or equivalent
- 2-3 years previous office clerical experience
- Experience with various modern office equipment and systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>ADMINISTRATIVE SECRETARY TRANSPORTATION</b>
<b>DEPARTMENT:</b>	Transportation
<b>REPORTS TO:</b>	Director of Transportation
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 8
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Performs a broad spectrum of administrative and secretarial duties for the Transportation department. Maintains all employee information and keeps accurate updates on all routes, stops and times, and maintains mechanical information for the effective operation of all vehicles for the District.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Maintains and updates all transportation department employee information
- Responsible for hiring process of new transportation employees
- Prepares, creates and updates department forms for drivers and for office use
- Dispatches messages to all pertinent personnel; communicates with personnel regarding transportation concerns, transportation requests, incident reports and bus schedules
- Acts as a liaison between drivers and parents regarding concerns and special requests through the conduct department
- Is responsible for the ordering, purchasing and receiving of all supplies for the transportation department
- Dispatches buses and/or personnel in emergency situations when the dispatcher is not available
- Assists with transportation department payroll timecards and other related department personnel records
- Oversees the updates and maintenance of all student counts
- Oversees the tracking and recording of all mileage on each district vehicle
- Updates and maintains all student counts
- Maintains responsibility for all incoming and outgoing department correspondence
- Notifies maintenance personnel when district vehicles are scheduled out to employees
- Maintains facility requests for Transportation training rooms

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Ability to use two-way communication equipment
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to communicate effectively verbally and in writing
- Ability to do perform multiple clerical functions simultaneously
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response



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**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 2-3 years previous office administrative experience
- driving experience preferred
- Arizona Class B Driver's License with air brake, passenger and school bus endorsements preferred
- Arizona School Bus Driver Certification preferred
- Experience with various modern office equipment and systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrate general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee is required to pass a Physical Performance Test.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors, but may occasionally work outdoors, with exposure to all weather conditions and temperatures and exposure to all types of traffic conditions, as well as exposure to noise, dust, gas and fumes. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>AFTER SCHOOL PROGRAM AIDE</b>
<b>DEPARTMENT:</b>	Human Resources/Operations
<b>REPORTS TO:</b>	Afterschool Program Coordinator
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 2
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Assist in all aspects of the Homework/Activity Club, providing educationally meaningful before and after school child care for K-5 students.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Changes or places diapers on children
- Oversee the supervision of activities and children at program sites
- Promote positive student behavior and oversee student discipline issues
- Ensure safety on outdoor activity areas
- Lead or facilitate developmentally appropriate group activities
- Be aware of health needs and nutritional requirements of participating students
- Keep student files updated
- Accept payments and issue receipts to parents
- Assist in creating, organizing, and instructing a recreation program for youth including arts and crafts, games, and special interest activities
- Maintain an environment that allows for children to do homework afterschool

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to use standard classroom equipment.
- Ability to communicate effectively verbally and in writing
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School Diploma or equivalent
- CPI Training desirable
- Previous pre-school experience preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance
- Able to obtain current First Aid/CPR certification



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**Computer Proficiency:** Ability to check district email for important messages; ability to enter data into online assessment system

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, kneel, stoop and walk. The employee may be required to move twenty pounds and could occasionally lift or move up to forty-five pounds.

### **WORK ENVIRONMENT:**

Indoor classroom environment and outdoors with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public..

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<b>JOB TITLE:</b>	<b>AFTERSCHOOL PROGRAM COORDINATOR</b>
<b>DEPARTMENT:</b>	Human Resources/Operations
<b>REPORTS TO:</b>	Director of Human Resources/Operations
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Class 7
<b>SUPERVISORY DUTIES:</b>	After School Program Aide
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Establishes and manages all aspects of the Homework/Activity Club, providing educationally meaningful activities for before and after school child care for students from K-6, in support of District Board goals.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Prepares before school and after school program sites annually before the start of the school year
- Prepares and revises handbooks, registration forms, attendance forms, medical forms, etc. as needed
- Distributes forms and receipt books to all participating elementary schools
- Collects paperwork from each participating school, maintaining accurate enrollment data
- Maintains all required safety postings
- Collects and processes weekly deposits from each school site and keep records of payments, ensuring collections are current for each school.
- Supervises and evaluates homework/activity club staff
- Tracks and processes staff attendance records, obtains substitutes as needed, collects and processes staff time cards and maintains all required staff records
- Develop daily, weekly and monthly activity calendars
- Plans inventories, orders and distributes snacks and program supplies in accordance with budget and enrollment.
- Ensures all relevant AZ licensing requirements are fully met
- Actively promotes the program throughout the District and the community.
- Oversees the supervision of activities and children at all program sites
- Promotes positive student behavior and oversees student discipline issues as needed
- Provides staff training, including program instruction, as well as accident and emergency procedures training.
- Leads or facilitates developmentally appropriate group activities

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of applicable federal and state regulations
- Knowledge of children's physical, emotional and developmental patterns
- Knowledge of curriculum development for school age children
- Effectively perform multiple administrative functions, with the ability to set priorities ensuring assignments, projects, and task completion deadlines are met
- Ability to administer an After School program and manage budget
- Ability to maintain confidentiality
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members



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- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict professionally
- Ability to attend local and regional childcare conferences; Evaluates program components

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High school diploma required, Associates degree preferred
- At least 18 months prior experience with child care or educational programming
- CPI Training desirable
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, and Outlook

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>ASSESSMENT SECRETARY</b>
<b>DEPARTMENT:</b>	Federal Programs and School Improvement
<b>REPORTS TO:</b>	ELD Coordinator
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 6
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Performs specific office and clerical functions for ELL; coordinates and processes ELL assessments and performs ELL data input, ensuring that all ELL student records are complete and filed at HUSD sites.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Coordinates AZELLA Fall and Spring assessments for new PHLOTES, Continuing ELLs, and Parent Withdrawals.
- Coordinates assessments for PHLOTES as they register throughout the year
- Assists in administering assessments to ELLs and Parent Withdrawals at all district schools
- Processes assessments both in submitting to Pearson and disseminating Student Reports to teachers, counselors, etc. when they are returned to the District
- Enters all data into Schoolmaster Test and Program components
- Assists with data collection for all ELL reports
- Systematically checks for data integrity uploaded to SAIS
- Works with ELL Coordinator on a variety of data and assessment issues
- Generates ELL Lavender folders for each PHLOTE
- In charge of all record keeping: Generates all ELL forms (i.e. parental notification, withdrawal, WICIP, etc.); tracks the return and integrity of all related forms
- Oversees the filing of all records and pertinent forms throughout the District
- Ensures accuracy in all ELL testing and programming data in Schoolmaster and verifies SDELL 70, SDELL 71, SDELL 72, and Student Integrity reports for upload to Arizona Department of Education.
- Attends ADE Practitioners of English Language Learners meetings for updates on program requirements and compliance
- Follows State Laws and District policies regarding retention of all files

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Ability to communicate effectively verbally and in writing
- Ability to do perform multiple clerical functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response



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**JOB DESCRIPTION**

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**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 1 year previous office clerical experience
- Experience with various modern office equipment and systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

***Disclaimer:** The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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### JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>ASSISTANT PRINCIPAL – HIGH SCHOOL: DISCIPLINE AND ATTENDANCE</b>
<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Certified
<b>SUPERVISORY DUTIES:</b>	Appropriate Classified Staff, Campus Security, Teachers
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides administrative, organizational and personnel assistance to the high school principal by directing and recommending policies, procedures and actions pertaining primarily to student discipline and by meeting with parents and/or civil authorities when necessary. Helps students resolve academic or nonacademic problems as may interfere with all students getting the greatest benefit from the school's educational opportunities.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists the Principal in creating and maintaining an atmosphere that enables staff and students to attain the unique goals and objectives of the Humboldt Unified School District and communities involved
- Administers school policies and regulations as related to student discipline, attendance, and application of due process; supervises all student disciplinary actions; resolves all discipline problems in a fair and just manner; follows Board Policy in regard to discipline and maintains records of any disciplinary actions taken
- Works with other administrators in follow-up action pertaining to attendance, referrals and disciplinary recommendations or actions
- Arranges conferences with students, parents, and teachers, when necessary, regarding discipline, attendance problems, or other related behavioral issues
- Assists in the evaluation of staff performance as assigned by the Principal
- Performs special assignments as assigned by the Principal
- Prepares pertinent correspondence to the Principal, parents or students
- Supports the Principal with administrative functions
- Maintains other school and student records as required
- Cross-trains in the duties of the Principal to cover in his/her absence

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing.
- Ability to do perform multiple clerical functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>ASSISTANT PRINCIPAL - HIGH SCHOOL: OPERATIONS &amp; ATHLETICS</b>
<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Cert
<b>SUPERVISORY DUTIES:</b>	Teachers, Clerical Staff, Athletic Coaches, Co-Curricular Sponsors, Maintenance/Custodial Personnel
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides administrative, organizational and personnel assistance to the high school principal by directing and recommending policies, procedures and actions pertaining to all activities at assigned high school and directs the District's Athletic program to ensure students receive the greatest benefit from the school's educational and athletic opportunities.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists the Principal in creating and maintaining an atmosphere that enables staff and students to attain the unique goals and objectives of the Humboldt Unified School District and communities involved
- Shares with the principal the responsibility for protecting the health and welfare of students
- Assists in administering the extracurricular programs of the school
- Prepares and supervises teachers assigned to teacher duty rosters
- Assists in the development of the master schedule and registration, scheduling and testing of students
- Supervises student activities at assigned high school
- Administers school policies and regulations as related to student behavior, discipline, attendance, and application of due process in a fair and just manner; follows Board Policy in regard to discipline and maintains records of any disciplinary actions taken
- Works with other administrators in follow-up action pertaining to attendance, referrals and disciplinary recommendations or actions
- Arranges conferences with students, parents, and teachers, when necessary, regarding academic performance, discipline, attendance problems, or other related student issues
- Assists in the evaluation of staff performance as assigned by the Principal
- Performs special assignments as assigned by the Principal
- Prepares pertinent correspondence to the Principal, parents or students, as required
- Supports the Principal with administrative functions, including budget administration
- Cross-trains in the duties of the Principal to cover in his/her absence
- Oversees school programs and school assemblies as assigned by the Principal
- Assists in hiring, assigning and evaluating coaching personnel
- Assumes leadership role in the orientation and in service training of coaching personnel
- Represents the School District in matters of interscholastic athletics
- Is responsible for the organization and scheduling of athletic events and activities
- Develops and continues to evaluate appropriate rules and regulations governing the conduct of athletic activities
- Fosters good school-parent relations by maintaining communications relative to rules and regulations on athletics
- Establishes and enforces the physical, academic and training requirements of eligibility for participation
- Assists district schools with intramural and physical education activities



## The Humboldt Schools.

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### **JOB DESCRIPTION**

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- Coordinates facilities use requests at the high school, including requests for all youth and community sports programs
- Arranges all event transportation requests for high school athletics, activities, and field trips
- Attends after school, evening, and weekend events as assigned by the Principal, including athletic events
- Supervises the reporting and monitoring of student attendance referrals and discipline and work with the other assistant Principals in follow-up action pertaining to same
- Serve as liaison between high school booster clubs and their respective sports and activities
- Oversees maintenance and preventive maintenance of the high school campus and athletic facilities

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing
- Ability to manage budgets and personnel
- Ability to do perform multiple clerical functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- Current Principal Certificate issued by ADE
- Masters Degree
- Experience as a teacher or counselor
- Previous experience as an athletic director or HS Coach
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend and walk and occasionally to stoop, kneel or climb. The employee may be required to move twenty pounds and could occasionally lift or move up to forty pounds.

### **WORK ENVIRONMENT:**

Indoor office environment and outdoors with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.



**The Humboldt Schools.**

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## **JOB DESCRIPTION**

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**Disclaimer:** The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.





**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>ASSISTANT PRINCIPAL - HIGH SCHOOL: EDUCATIONAL SERVICES</b>
<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Cert
<b>SUPERVISORY DUTIES:</b>	Teachers, Clerical Staff, Counselors
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides administrative, organizational and personnel assistance to the high school principal by directing and recommending policies, procedures and actions pertaining to all activities at assigned high school. Helps students and parents resolve academic or nonacademic problems as may interfere with all students getting the greatest benefit from the school's educational opportunities.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists the Principal in creating and maintaining an atmosphere that enables staff and students to attain the unique goals and objectives of the Humboldt Unified School District and communities involved
- Shares with the principal the responsibility for protecting the health and welfare of students
- Assists in administering the extracurricular programs of the school
- Prepares and supervises teachers assigned to teacher duty rosters
- Assists in the development of the master schedule and registration, scheduling and testing of students
- Supervises student activities at assigned high school
- Administers school policies and regulations as related to student behavior, discipline, attendance, and application of due process in a fair and just manner; follows Board Policy in regard to discipline and maintains records of any disciplinary actions taken
- Works with other administrators in follow-up action pertaining to attendance, referrals and disciplinary recommendations or actions
- Arranges conferences with students, parents, and teachers, when necessary, regarding academic performance, discipline, attendance problems, or other related student issues
- Assists in the evaluation of staff performance as assigned by the Principal
- Performs special assignments as assigned by the Principal
- Prepares pertinent correspondence to the Principal, parents or students, as required
- Supports the Principal with administrative functions
- Maintains all other appropriate student records

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing
- Ability to do perform multiple clerical functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response



## The Humboldt Schools.

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### JOB DESCRIPTION

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#### **QUALIFICATIONS & REQUIREMENTS:**

##### **Education & Experience:**

- Current Principal Certificate issued by ADE
- Masters Degree
- Experience as a teacher or counselor
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move twenty pounds and could occasionally lift or move up to forty pounds.

##### **WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>ASSISTIVE TECHNOLOGY COORDINATOR</b>
<b>DEPARTMENT:</b>	Special Services
<b>REPORTS TO:</b>	Director of Special Services
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Certified
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Assists district employees with the assessment, distribution, training, and evaluation required to provide students with Assistive Technologies. Administers formal and/or informal assistive technology assessments of students with high incidence disabilities.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Collaborates in decision making with the supervising therapist(s) and/or teacher(s) of the IEP/504 Team. Attends Individualized Education Program (IEP) meetings
- Prepares assistive technology and augmentative communication assessment reports used for presentation to the IEP/504 team decision making
- Recommends appropriate assistive technology, hardware and/or specialized software based on evaluation of students' needs
- Trains staff, students and families on the use of assistive devices
- Uses instructional techniques to assist students with special needs to access all facets of the curriculum
- Prepares assistive technology for students; keeps records and completes forms
- Attends/assists with staff in-service and training meetings
- Operates and maintains a variety of assistive technology equipment and Special Services purchased technology
- Sets-up, troubleshoots, and may make minor repairs to assistive devices
- Visits vendors' facilities/conferences/continuing education opportunities to view materials and equipment, learn about updates and changes or to obtain service or repairs
- Collaborates with school staff and technology department regarding the installation, licensing and maintenance of assistive technology used at each school site
- Qualifies and tracks students for use of copyrighted electronic text
- Establishes and maintains program operating procedures and protocols
- Facilitates funding of assistive technology equipment through coordination with other agencies.
- Screens students to identify need for assistive devices
- Performs augmentative communication evaluations
- Develops and maintains computer inventory of special services purchased items
- Collaborates with the Special Services Director and oversees the ordering and borrowing of assistive technology equipment



## The Humboldt Schools.

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### JOB DESCRIPTION

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#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Current technology, usage and functions of assistive technology devices, computers and computer systems, hardware, peripherals and specialized software
- Educational and developmental needs and behaviors of students with special needs
- Principles of supervision and motivation used with students with special needs
- English grammar, syntax, spelling and punctuation
- Basic math, record keeping, use of basic office equipment
- Technical knowledge of IBM-compatible computers and specialized communication devices
- Internet function and access, including downloading available resources, standard database programs
- Communicate effectively in writing and orally to make presentations
- Understand and follow oral and written instructions
- Adapt quickly to changing situations
- Describe application of assistive technology materials and equipment to users with minimum technical background sufficient to enable users to work independently
- Ability to manage work time and comply with work schedules

#### **QUALIFICATIONS & REQUIREMENTS:**

##### **Education & Experience:**

- Bachelors Degree or Higher plus a minimum of one year experience working with students in special education and one year experience with technology such as computers, software, alternative communication devices, assistive devices and/or durable medical equipment.
- OT/SLP/ATP Certification preferred
- Background in and understanding of Assistive Technology, including AC devices, computer access tools and software, low-tech devices, and Mac and Windows operating systems
- Previous experience in teaching at the K-12 levels
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Publisher and Outlook and job specific software programs

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

#### **WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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*compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position.  
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## The Humboldt Schools.

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### JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>ATHLETIC TRAINER</b>
<b>DEPARTMENT:</b>	Athletics
<b>REPORTS TO:</b>	Athletic Director
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Certified
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides athletic training services and athletic injury management and other health services for all athletes of the District, and assists coaches with the design and implementation of injury prevention programs. The Athletic Trainers will collaborate with physicians to optimize activity and participation of student athletes. Athletic training encompasses the prevention, diagnosis and intervention of emergency, acute and chronic medical conditions involving impairment, functional limitations and disabilities.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Performs the role of certified athletic trainer as defined by the National Athletic Trainers' Association
- Provides and assist coaches with preventative programs as needed, including: physical conditioning, environmental safety and physical hazards, equipment safety and athletic training and counseling
- Provides athletic injury management, including: injury recognition, functional capacity evaluation, acute care, including emergency first aid, and supervised rehabilitation
- Maintains an accurate log of injuries, treatments, progress and outcomes; monitor schools and the District for proper compliance
- Applies and assists athletes in applying protective taping, wraps, bracing, and dressings
- Makes appropriate medical referrals when indicated and provides sound counsel to athletes and parents in seeking proper medical assistance and follow-up
- Develops and maintains protocols for emergency care, with the approval of the School Nurse and School Medical Inspector/School Physician, keeping coaches informed of the Emergency Action Plan for all sports
- Maintains a cooperative working relationship with the School Nurse and other health care professionals
- Is responsible for the requisition of the necessary medical supplies in accordance with the established school budget
- Selects, instructs and supervises Assistant Athletic Trainers and Student Athletic Trainers
- Ensures that the training room and any other facility involved in the high school sports medicine program are maintained in an orderly, functional and sanitary manner
- Conducts or provides health related staff development sessions for coaches and school personnel, and educational programs for parents
- Serves as a resource to classroom teachers in health related instruction
- Attends all home athletic events
- Maintains an inventory of training supplies
- Maintains and operates electronic and other equipment needed to carry out job functions and responsibilities in a safe, orderly manner
- Maintains a daily log of training room use and records of treatment
- Files insurance claims and other required reports in a timely fashion
- Continues to grow professionally through collaboration with colleagues and professional growth experiences. Understands and communicates developments in the field of health care for athletes through reading of professional journals, participation in professional development, and involvement in professional organizations



## The Humboldt Schools.

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### JOB DESCRIPTION

- Advocates a healthy and responsible life style by promoting the concepts of the effects of various substances (e.g., alcohol, tobacco, controlled substances and ergogenic aids), total physical fitness, and healthy habits for a lifetime of vigorous living
- Displays ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school
- Protects confidentiality of records and information about students and staff, and uses discretion when sharing any such information within legal confines
- Adheres to Arizona school laws, and the policies, rules, regulations, and procedures of the State Board of Education, the Arizona Interscholastic Association, the Board of Education, and the school per agreed upon contractual obligations

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Demonstrates excellent integrity and good moral character and initiative
- Exhibits interpersonal and communication skills to relate with students, staff, administration, parents, the community, and health care professionals and agencies (oral and written)
- Ability to perform simple clerical tasks
- Ability to manage a budget
- Successful experience in working with student athletes
- Ability to communicate effectively verbally and in writing
- Ability to maintain confidentiality
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- Bachelor's degree in athletic training
- Certification by the National Athletic Trainer's Association Board of Certification (NATABOC)
- Holds a valid Fingerprint Clearance Card
- Holds and maintains first aid certification and CPR certification
- Any equivalent combination of training, education and experience that meets minimum requirements

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop, twist, kneel, run and walk. The employee may be required to move fifty pounds and could occasionally lift or move up to eighty pounds.

### **WORK ENVIRONMENT:**



**The Humboldt Schools.**  
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### **JOB DESCRIPTION**

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Indoors, and outdoor environment, in all types of weather. The noise level in the work environment is generally moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>ATTENDANCE SECRETARY</b>
<b>DEPARTMENT:</b>	School Office Administration
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 6
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Monitors the attendance of students at assigned school, maintains attendance files and facilitates the efficient operation of the attendance or front office at assigned school; processes student records/files/enrollment; and serves as an information resource to students, staff and parents regarding attendance policies and practices.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Responsible for all student attendance record keeping at assigned school site
- Reviews attendance records to identify students with excessive absenteeism and tardiness
- Investigates student absences, tardiness and attendance problems and may arrange conferences with appropriate students and parents to discuss attendance
- Confers with, and advises parents and students of school and district attendance policies; initiates daily parent phone calls on all absent and unexcused students
- Sends required letters to parents for excessive absences
- Reviews and verifies submitted student absence notes/documentation. Determines validity and if absence is excused or otherwise. Issues admit slip for class when appropriate
- Receives absence calls from parents. Displays courtesy and professionalism when dealing with parents, students and the public. Completes and inputs phone absence reports from answering machine and daily received phone calls
- Compiles all required attendance reports. Reviews and maintains all required documentation; inputs attendance information using computerized system including attendance from campus check in/out logs, guidance office logs and health office logs
- Responsible for attendance tardy referrals; completes discipline referral and/or suspension notices
- May answer incoming calls and assist with front counter duties; meets and directs visitors
- Verifies information and follows up regarding student emancipation
- Adjusts schedules for all students with early dismissals; directs students to counselors when appropriate
- Makes phone contact with parents, probation officers, caseworkers and Yavapai detention center
- Makes phone contact with special services, P.A.C.E., P.E.A.K. and S.E.A.S., as necessary
- Processes all open enrollment forms; maintains current information on numbers of students attending on open enrollment status
- Registers all incoming students and maintain accurate class lists and school records
- Maintains accurate cumulative files for each student
- Maintains inactive files for current location and tracking of all files sent to other district locations
- Follows State Laws and District policies regarding retention of inactive files

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality



**The Humboldt Schools.**  
*Motivating achievement since 1906.*

**JOB DESCRIPTION**

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- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 1 year previous school attendance experience preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

**Additional duties at GHMS**

- Student Advisory Group leader
- Assists with discipline investigations
- Assists with counseling students
- CIP trained to removed disruptive students from extended resource classrooms
- Coordinates all Public Service Announcements for GHMS on character counts and bullying issues
- Coordinates the district-wide Anti-Bullying Rally as well as special assemblies at GHMS and LVES
- Coordinates special Red Ribbon Assembly for 8<sup>th</sup> graders – You are Somebody

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**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>BUS AIDE</b>
<b>DEPARTMENT:</b>	Transportation
<b>REPORTS TO:</b>	Transportation Director
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 2
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Assists the bus driver by providing for the safety of children transported on the bus, accommodating the needs of all passengers (including those with special needs) to ensure students and other official passengers are transported safely and efficiently to and from school and other school related events.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists with the transport of passengers (students, teachers, parents, etc.) to and from school and other district sanctioned events
- Operates wheelchair lift, and loads and unloads and safely secures passengers confined to wheelchairs, when applicable; secures all wheelchairs as necessary for children with special needs
- Assists with putting seat belts on children
- Assists children on and off the bus
- Ensures that passengers remain seated at all times
- Helps ensure that students are delivered to proper drop-off points.
- Determines that students are met by designated parent or guardian
- Demonstrates and explains emergency evacuation procedures to passengers in accordance with Transportation Safety Training
- May assist driver with maintaining MIPS paperwork
- Observes all mandatory safety regulations for school buses
- Communicates with teachers, principal, monitors and other officials
- Helps maintain order and discipline of students and other passengers on bus per prescribed policies, assist in the preparation of conduct reports

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate a wheel chair lift
- Ability to use two-way communication equipment
- Ability to communicate effectively verbally and in writing
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- Blood Borne Pathogen Orientation
- CPR and First Aid Certification required
- Safety Training and Wheelchair Lift Training



## The Humboldt Schools.

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### JOB DESCRIPTION

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**Computer Proficiency:** None

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, walk and operate mechanical controls. The employee would be required to lift up to 30 pounds safely and drag 125 lbs. 30 feet in 30 seconds.

**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

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**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>BUS DRIVER</b>
<b>DEPARTMENT:</b>	Transportation
<b>REPORTS TO:</b>	Director of Transportation
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 7
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Ensures students and other official passengers are transported safely and efficiently to and from school and other school related events (field trips, athletic events, etc.).

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Transports passengers to and from school and other district sanctioned events
- Ensures that students are delivered to proper drop-off points. Determines that students are met by designated parent or guardian
- Demonstrates and explains emergency evacuation procedures to passengers in accordance with Transportation Safety Training
- Maintains daily mileage and route logs
- Updates route maps and directions
- Obeys all traffic laws and observes all mandatory safety regulations for school buses
- Performs as a substitute bus driver
- Conducts a daily pre-trip safety inspection of the vehicle. Outside inspection to include tires, wheels, fluid leaks/levels, windshield, mirrors, warning system, exhaust system and emergency exits. Inside inspection to include cleanliness, instruments and controls, gauges, warning lights emergency equipment
- Cleans and sweeps bus interior; Fuels bus; Reports all defects or non-operational findings
- Communicates with teachers, principal, monitors and other officials
- Maintains order and discipline of students and other passengers on bus per prescribed policies, prepares conduct reports
- Operates wheelchair lift, and loads and unloads and safely secures passengers confined to wheelchairs,
- Monitors the activities of Transportation (Bus) Monitors as they relate to their actions with students and the public
- Utilize mandatory seating charts required by DPS

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate a standard or automatic transmission motor vehicle and foot controls with two feet simultaneously.
- Ability to use two-way communication equipment.
- Ability to communicate effectively verbally and in writing
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.
- Stress management skills
- Time management skills
- Knowledge of towns and streets



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### JOB DESCRIPTION

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#### **QUALIFICATIONS & REQUIREMENTS:**

##### **Education & Experience:**

- High School diploma or equivalent; 2 years driving experience
- Arizona Class B Driver's License with air brake, passenger and school bus endorsements
- Arizona School Bus Driver Certification
- Any equivalent combination of training, education and experience that meets minimum requirements
- Current CPR and First Aid Certification required
- 6.5 refresher course every two years as required by DPS
- Maintains a clean driving record

**Computer Proficiency:** none

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, walk and operate hand and foot controls simultaneously. The employee would be required to pass the physical performance test as required by DPS.

#### **WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

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**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>CAMPUS SECURITY</b>
<b>DEPARTMENT:</b>	High School
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 7
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides oversight and supervision of students and school grounds to ensure the safety of students, staff and the public, at assigned school location. Serves as an information resource to students, staff and parent, and the general public regarding school security policies and practices.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provides surveillance of all school grounds and parking areas for the security and safety of students, staff and community
- Conducts investigations of safety or security related incidents at school location
- Contacts law enforcement agencies in times of emergency, or when safety incidents occur and assists police department or other law enforcement personnel with investigations
- Conducts random visual checks of student vehicles
- Assists in securing location site in times of safety or security threats or incidents
- Monitors students and all others entering and leaving campus, and while on campus location
- Assists probation department
- Works at various school functions providing all necessary security functions to ensure the safety of those in attendance
- Assists site administrators in discipline matters
- Develops positive working relationships with onsite administrators in reference to student/staff school safety measures and liability issues
- Works with administrators, staff and law enforcement in the questioning and investigation of students alleged to have committed illegal acts
- Assists fire department and other safety and health responders with all safety matters and security concerns of the campus
- Confers with, and advises parents, staff and students of school and district safety policies
- Completes various safety logs, incident reports and other safety and security related reports to ensure proper legal documentation of all security or safety related incidents and activities

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response



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#### **QUALIFICATIONS & REQUIREMENTS:**

##### **Education & Experience:**

- High School diploma or equivalent
- 2-3 years previous security or law enforcement experience preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

#### **WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*





**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>CLINICAL SOCIAL WORKER</b>
<b>DEPARTMENT:</b>	Special Services
<b>REPORTS TO:</b>	Director of Special Services
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Certified
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Assist students with academic learning by providing strategic services that identify and address the social-emotional-environmental issues that interfere with the educational process. Working with parents/guardians, teachers, school principal/principal's designee, and community based resources, the licensed clinical social worker implements strategies that promotes students' positive school adjustment.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Identifies and assesses academic problems through analysis of factors impinging on student adjustment including factors in the home, school, and community
- Serves as a liaison between families and the school to positively promote collaborative processes in educational planning for students by encouraging parent/guardian participation in the school setting
- Collaborates with school staff and other school system personnel in implementing strategies to promote student learning
- Participates as a member of the IEP, and other school based teams to develop interventions for promoting students' academic success
- Conducts ongoing therapy with children, adolescents and families (individually and in groups as therapeutically indicated)
- Provides screening, assessment, treatment planning and crisis intervention when needed
- Delivers individual and group interventions for grief, anger, social skills, divorce, abuse and neglect issues affecting special needs students' academic success
- Provides teacher support, truancy involvement and crisis response to special needs students and their families
- Makes referrals for mental health resources and provides links to community assistance
- Documents client services and provides goals pages at IEP meetings
- Develops quarterly progress reports on counseling goals and mail them to parents
- Conducts home visits and case consultations with other agencies
- Provides community consultation and education to community agencies, schools and community groups
- Submits Medicaid School Based Claiming (MSBC) forms

**KNOWLEDGE, SKILLS & ABILITIES:**

- Demonstrated knowledge of accepted childcare methods and behavior management techniques and knowledge of relevant government regulations
- Ability to operate standard office and computer equipment
- Ability to communicate effectively verbally and in writing with children and adults
- Skills in working effectively with students and families from diverse cultural backgrounds
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situation
- Ability to work cooperatively and courteously with staff, students, parents and community business members
- Ability to work independently and to maintain confidentiality



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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- Perform all duties in accordance with Federal and State laws, district procedures and Board policies
- Must possess good academic and working knowledge of IDEA and DSM-IV, community resources, psychotropic medications, crisis intervention techniques and clinical methods and procedures and be able to apply same to unstable or treatment-resistant children and adolescents of various ethnic cultures

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Master's Degree and license through the Arizona Dept. of Behavioral Health
- Minimum two (2) years full-time behavioral health experience
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty pounds.

**WORK ENVIRONMENT:**

Indoor school environment. This position regularly works indoors. The noise level in the work environment is quiet to moderate and may become excessively noisy at times. Will have contact with students, staff, external agencies and the public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>COMPUTER LAB AIDE</b>
<b>DEPARTMENT:</b>	School
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 5
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Performs various computer technology functions to assist students in the operation of computer hardware and software used at the school location to enhance student's learning experience. Serves as an information resource to students, staff and parents regarding computer lab capabilities and practices.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Works with the District's Information Services department to determine/evaluate technology needs
- Prepares purchase/work orders for needed items, and arranges for the installation of hardware devices and software programs
- Keeps up to date on available software programs and instructs students and staff on new programs and their operation
- Instructs students on the use of grade appropriate software to reinforce math, logic, reading, spelling, science, social studies, language arts and writing skills
- Teaches basic computer operation skills, e.g., basic commands such as, open, close, cancel, save, save as, print, log on, log off, and shut down
- Instructs students in the District's computer curriculum, including keyboarding [alphabetic keys with correct finger position (grade 1) and alphabetic, numerical, and punctuation keys with correct finger position (grades 2-5)], word processing [sentence and paragraph structure, visual editing, spell check and templates (grades 4-5)], spreadsheets [teach toolbar use, computer anatomy and terms (grades K-5)], and computer terms and definitions (grade 5)
- Supervises students outside of the classroom
- Responsible for the security, upkeep, operation and care of all equipment in the computer lab
- Provides technical support to staff
- Investigates problems that occur with school hardware equipment and software; resolves any problems as able and notifies Information Services for additional services when needed
- Communicates information received from Information Services to the school administration and staff

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate computer related hardware and software programs
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response



## The Humboldt Schools.

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### JOB DESCRIPTION

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#### **QUALIFICATIONS & REQUIREMENTS:**

##### **Education & Experience:**

- High School diploma or equivalent
- 1 year previous computer technician or software operation experience preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, bend, stoop, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

#### **WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>COUNSELING SECRETARY</b>
<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 6
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Performs a variety of administrative and clerical functions to ensure the effective operation of the department and accurate record keeping. Serves as an information resource to students, staff and parents regarding counseling services and department capabilities.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Prepares all memos, letters, and departmental communications, or other documents for parents, students, teachers, staff or the District Office
- Requests copies of transcripts and related records for all new incoming sophomores, juniors and seniors
- Verifies that all required data (Registration Forms, Special Needs Surveys, Language Surveys, Immunization Records, Birth Certificates, Transcripts, etc.) is included in each student file
- Verifies that Special Needs Surveys are completed and that follow up occurs on all indicated problems
- Fulfills transcript requests and all other related records for all students
- Enters all new incoming students into School Master
- Verifies and/or completes withdrawal form and formally withdraws students from Schoolmaster, pull cumulative file
- Processes consecutive non-attendance reports for 10, 30, 40 day drop reports
- Runs progress reports every 3 weeks for entire school and distributes.
- Runs a Mark Verification for verification purposes and sends to teachers prior to running transcript grade reports at semester end
- Inputs SAT, ACT, PSAT scores into Schoolmaster and files test result in each student's cumulative file as well as distributes copies to students and parents
- Compiles and summarizes necessary data for various intricate AZ state reports; runs Schoolmaster reports for various staff as needed
- Organizes and secures all present and past students' cumulative files
- Collects all textbooks from withdrawing students.
- Prints out list of students owing textbook fees for fines
- Assists senior counselor with grad lists; verifies names, orders diplomas, signs off senior cards and creates archive file for senior class
- Follows State Laws and district policies regarding retention of files

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Ability to communicate effectively verbally and in writing
- Ability to do perform multiple clerical functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision



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**JOB DESCRIPTION**

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- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
  - Ability to work cooperatively and courteously with staff, students, parents and community members
  - Knowledge of applicable Federal and State laws, district procedures and Board policies
  - Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 1 year previous office clerical experience preferred
- Experience with various modern office equipment and systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>CUSTODIAN</b>
<b>DEPARTMENT:</b>	Maintenance
<b>REPORTS TO:</b>	Lead Custodian
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 4
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Performs cleaning and maintenance services at assigned school facility to ensure a clean, attractive and safe environment for students and staff.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Keeps buildings, premises and classrooms clean inside and outside
- Provides maintenance to assigned facility
- Maintains all floor surfaces in a clean and safe manner
- Moves furniture for cleaning and sets up for special events
- Does painting and performs minor repairs
- Reports major repair needs to school's Lead Maintenance/Custodian
- Reports any vandalism or other damage to school property to supervisor
- Assumes responsibility for securing assigned area(s)
- Cleans and stocks custodial closet
- Runs a variety of cleaning machines such as floor machines designed to strip, wax, extract and top scrub floors and carpets
- Cleans chalkboards, pencil sharpeners and empties garbage in classrooms and assigned areas
- Reads labels on chemicals and S.D.S. ( Safety Data Sheets) to ensure safe use, storage and handling of all cleaning and maintenance chemicals
- Cleans, sanitizes and disinfects toilets and restroom floors, as well as locker rooms, showers and drinking fountains
- Dusts and cleans furniture, blinds, windows, facilities and equipment

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate mechanized cleaning equipment
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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**Computer Proficiency:** None

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, climb, stoop, kneel, twist, bend, stand, walk and operate mechanical controls. The employee may be required to move twenty pounds and could occasionally lift or move up to fifty pounds.

**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

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**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DATA COORDINATOR</b>
<b>DEPARTMENT:</b>	Educational Services
<b>REPORTS TO:</b>	Director of Educational Services/Director of Information Technology
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Certified
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides data support, integration, training, staff communication and other relevant assistance relating to a vast variety of data systems (school calendar, attendance, etc.), in use by the District and evaluates their respective efficiencies and applicability to the ongoing needs of the District.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Backups and archives all current year data for future use
- Rolls over data to promote student records for new school year, purging old records
- Loads School Calendar for the coming school year and adjusts as needed to accommodate site specific dates such as state testing; calendar is part of the SAIS uploads for student seat time accountability; ensures that school calendar is reproduced within Schoolmaster; informs ADE of any calendar changes
- Configures cycle days as needed by campus schedule; Cycle Days are part of SAIS accountability for student seat time
- Provides initial support for each school and trains staff members Provides site level schedules to Heinfield and Meech to generate Attendance Calculator (Installs and tests system updates upgrades
- Acts as key district level administrator of Schoolmaster permissions and program maintenance
- Fields multiple calls per day from administrators, secretaries, and teachers needing assistance with Schoolmaster Reports, Gradebook, Attendance, etc.
- Evaluates system updates and disseminates information about updates to staff as they relate to staff use of the program; evaluates efficiencies and program use
- Provides assistance to departments such as Transportation, Food & Nutrition, SSO, and the libraries requiring data from Schoolmaster with the setup and use of automated exports and imports
- Works with ADE and NAU ETC SAIS experts to audit and configure Schoolmaster to accommodate changing accountability and SAIS regulations and best practices (NAU monthly memo)
- Verifies that Family Link exports are occurring on time and that data is accurate and presented properly
- Creates and updates Schoolmaster reports
- Provides support and acts as key systems administrator for Destiny/Symphony (library databases), Scholastic Database, Student/Teacher Course Connection (STC), GEAR-Up, CRDC (civil rights data-completed annually), ADE, Connect-Ed, state assessment, DIBELS and VPORT, AZELLA, Prosper Assessment System and the Galileo Assessment System
- Assists with uploads and corrections for SAIS
- Acts as central systems administrator for the Connect-Ed system; configures, tests, and adjusts automated imports for staff and student records
- Assists staff with use of Connect-ED and informs staff when new features are available
- Orders correct state assessment materials in accurate quantities
- Assists sites with state assessment distribution, packing; ensures state assessment materials are returned
- Assists with site visits during state assessment to ensure tests and test environments are properly executed
- Reports state assessment information and issues to the Director of Educational Services as needed
- Maintains Prosper Assessment System (Scantron) software and scanners; calls for service



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**JOB DESCRIPTION**

- Imports rosters into Prosper software; assists and trains staff to use the software; exports data; ensures licensing compliance and ongoing support agreements are up to date
- Acts as central system administrator for the Galileo Assessment System; imports and exports data as needed; sets up student and staff accounts, importing mass data as needed; ensures licensing compliance and software support agreements are current; supports site level test scanners deployed and customizes reports as requested that are user friendly and provides data for principals/teachers to engage in analysis to help drive instruction

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to use standard office equipment.
- Ability to use advanced software programs.
- Ability to do perform multiple administrative functions simultaneously.
- Ability to do detailed mathematical computations.
- Ability to maintain confidentiality
- Ability to communicate effectively verbally and in writing.
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 2 or more years previous data related training experience
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Access and Outlook and job specific software programs (Schoolmaster, etc.)

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, and to stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**JOB DESCRIPTION**

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**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DIRECTOR OF EDUCATIONAL SERVICES</b>
<b>DEPARTMENT:</b>	Educational Services
<b>REPORTS TO:</b>	Superintendent
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Certified
<b>SUPERVISORY DUTIES:</b>	Instructional Specialists, Data Coordinator
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Assists the Superintendent and has leadership responsibility in the development and supervision of researched-based educational programs and services, including high quality professional development. Responsible for the development, analysis and management of student achievement data at the K-12 levels. Oversees federal, state and private grants and evaluates their effectiveness, in support of District Board goals.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Leads continuous improvement of student achievement in the District
- Leads the long-range planning and evaluation of District curricular effectiveness
- Leads in the development, implementation, and evaluation of researched-based, high quality professional development
- Oversees the state-mandated and District assessment systems, ensuring alignment with state standards
- Works with District Data Coordinator to collect, analyze, interpret, and reports on multiple data
- Guides curricular and instructional adjustments based on valid and reliable data
- Reviews, researches, prepares and disseminates information relative to trends in curriculum development, supplemental and intervention programs
- Coordinates and supervises textbook adoptions, materials selections, and educational technology purchases, ensuring alignment with established curricular and instructional systems
- Leads the long-range planning and program evaluation of district programs
- Presents at Governing Board, administrative, and District meetings, as required
- Communicates effectively with the Superintendent and District's administrative team
- Stays informed of developments in the profession by attending professional meetings, reading professional journals and communicating with experts in the field
- Visits schools and classrooms on a regular basis to ensure effective implementation of programs and instructional, research-based practices
- Supervises and evaluates assigned certificated and classified personnel
- Handles parent and community inquiries related to academic and instructional matters which are not resolved at the site level

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to use standard office equipment
- Knowledge of data usage, including collection, analysis, interpretation, and reporting
- Ability to do perform multiple administrative functions simultaneously
- Ability to do detailed mathematical computations
- Ability to manage budgets and personnel
- Ability to maintain confidentiality
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision



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*Motivating achievement since 1906.*

**JOB DESCRIPTION**

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- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Knowledge of the continuous improvement process
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response
- Knowledge and ability to conduct program evaluations within a multitude of curricular areas

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Masters or advance degree in Education
- Arizona Administrative Certification
- Previous administrative experience at the site or district level
- Previous experience in teaching at the K-12 levels
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance
- Program evaluation (preferred)

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Publisher and Outlook and job specific software programs (SchoolMaster, etc.)

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DIRECTOR OF FEDERAL PROGRAMS &amp; SCHOOL IMPROVEMENT</b>
<b>DEPARTMENT:</b>	Federal Programs and School Improvement
<b>REPORTS TO:</b>	Superintendent
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Administration
<b>SUPERVISORY DUTIES:</b>	ELD Coordinator; Grants Specialist; Gear Up Staff; Facilities Coordinator; Family Resource Specialist;
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Assists the Superintendent and has leadership responsibility in the design, development, supervision and alignment of the District's plan for state and federal requirements. This includes the coordination of all district grants to include, but not limited to, all Title grants, CTE programs, and State categorical funds; oversees management and programming of the above grants. Additionally, seeks and obtains private, state, federal, and competitive grants. Further, is responsible for coordinating school and district accreditation processes to include the analysis of student achievement information and program evaluation.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Oversees federal, state, and private grants, including timely submission of initial grants, amendments and reporting requirements
- Leads the planning, organization, and coordination of the District's special funded programs
- Prepares and submits annual project and budget reports for all federal and state related programs to
- Monitors schools and the District for proper compliance
- Serves as the District liaison to the Joint Technological Education District
- Supervises and administers the CTE program
- Develops, implements, monitors and revises curriculum for CTE programs
- Evaluates the CTE program and recommendations and/or revisions
- Leads continuous improvement of student achievement in the District and oversees accreditation processes
- Oversees state-mandated and district assessment systems as related to special programs (AzELLA)
- Collects, analyzes, interprets and reports on multiple data
- Seeks and obtains private, state, federal, and competitive grants
- Reviews and adheres to district policies and procedures
- Presents at Governing Board, administrative, and district meetings
- Stays informed of developments in the profession by attending professional meetings, reading professional journals and communicating with experts in the field
- Visits schools and classrooms on a regular basis to ensure effectiveness implementation of programs and instructional, research-based practices
- Supervises and evaluates assigned certificated and classified personnel

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to use standard office equipment.
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting through executive summaries.
- Ability to manage budgets and personnel.
- Ability to do perform multiple administrative functions simultaneously.



**The Humboldt Schools.**  
*Motivating achievement since 1906.*

**JOB DESCRIPTION**

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- Ability to do detailed mathematical computations.
- Ability to maintain confidentiality.
- Ability to communicate effectively verbally and in writing.
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Knowledge of the continuous improvement processes.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Masters or advance degree in Education
- Arizona Administrative Certification
- Administrative experience at the site or district level, including the formal evaluation of personnel
- Previous experience in teaching at the K-12 levels
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Publisher and Outlook and job specific software programs

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DIRECTOR OF FINANCE</b>
<b>DEPARTMENT:</b>	District Office Finance
<b>REPORTS TO:</b>	Superintendent
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Class E
<b>SUPERVISORY DUTIES:</b>	Accounting, Payroll, Benefits Staff; Internal Audit Manager
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Plans, directs, coordinates, and reviews district programs in the areas of finance, accounting, payroll, benefits and fixed assets, to ensure efficient and effective support of the educational process in support of District Board goals.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Prepares, monitors, and communicates the District's Annual Expenditure Budget
- Administers all bookkeeping, accounting, and payroll procedures in accordance with all state and federal requirements and the Uniform System of Financial Records and applicable Arizona Revised Statutes
- Maintains the accounting system and general ledger for the District
- Serves as an advisor to the Superintendent on all questions relating to the business and financial affairs of the District
- Advises district officials on accounting, budgeting and other fiscal matters, interprets and applies the provisions of laws, rules and district policies relating to various business and fiscal matters
- Recommends the establishment of and monitors the administration of other financial reporting procedures and techniques to facilitate the efficient functioning of the District
- Responsible for preparing financial reports and budgets for the Governing Board, federal, Arizona, and Yavapai County agencies
- Assists in the execution of the enacted budget, including the recommendation of administrative controls
- Administers all purchasing operations
- Organizes effective procedures for collection, disbursement, recording, and reporting of student activity and auxiliary accounts and reviews and supervises all auxiliary and student activity accounts
- Maintains effective communications with the Governing Board, district staff, and the community regarding the District's finances
- Administers the District's insurance programs for both employees and property/liability; directs the district's risk management and insurance programs
- Contracts for the annual audit of accounts subject to the Single Audit Act and is responsible for the accuracy of data and the completeness of the report
- Reviews and monitors all Yavapai County, Arizona, and federal grants
- Establish tax rates for the school district
- Develop and analyze funding sources for the District's long-range planning
- Develop procedures for fiscal management of the District Sponsored Charter Schools

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to use standard office equipment
- Knowledge of data usage, including collection, analysis, interpretation, and reporting
- Ability to perform multiple administrative functions simultaneously
- Ability to manage budgets and personnel
- Ability to do detailed mathematical computations





**The Humboldt Schools.**  
*Motivating achievement since 1906.*

**JOB DESCRIPTION**

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- Ability to maintain confidentiality
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Knowledge of the continuous improvement process
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Masters or advance degree in Finance or Accounting
- Arizona Administrative Certification
- Previous administrative experience at the site or district level
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Publisher and Outlook and job specific software programs

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DIRECTOR OF FOOD &amp; NUTRITION</b>
<b>DEPARTMENT:</b>	Food & Nutrition
<b>REPORTS TO:</b>	Director of Human Resources/Operations
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Classified E
<b>SUPERVISORY DUTIES:</b>	All Food and Nutrition Staff
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Ensures the smooth and efficient operation of the School District's food nutrition programs for the ultimate health, satisfaction and benefit of the students and staff, in conformance with local, state and federal regulations and requirements, including public health and safety, in support of District Board goals.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Advise the planning of menus consistent with guidelines established by the U.S. Department of Agriculture with due consideration to student preferences, seasonal availability of foods, and economic principles
- Establishes food portions to insure uniformity of servings and conformity with applicable regulations
- Establishes guidelines for the a la carte program complying with applicable regulations that also meet district goals and policy
- Orders foods available through the government as it is made available; arranges for receipt, storage, delivery and utilization in district schools
- Screens applications, interviews qualified applicants and makes recommendations for employment of new staff
- Provides initial departmental orientation for new employees
- Assists in providing food and nutrition training for departmental employees
- Evaluates food and nutrition managers, cooks, workers, nutritionist, secretary and clerks
- Directs supervisors and managers in the preparation, handling and serving of healthy and nutritious meals
- Assists in the establishment of staffing patterns, staffing labor hours for each site
- Assists in determining and obtaining all revenues legally authorized for the District's food program
- Maintains all relevant records and prepares required reports
- Assists in preparation of a functional budget for the school year, including required support information
- Makes formal and informal site visitations to monitor all district food operations
- Coordinates the use of food service facilities by school groups and assists with special functions
- Guides on proper feeding of special populations such as food allergies

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of applicable federal and state and local food service regulations
- Knowledge of nutritional requirements, menu planning, and food service delivery is required
- Ability to do perform multiple administrative functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies



**The Humboldt Schools.**  
*Motivating achievement since 1906.*

**JOB DESCRIPTION**

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- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- BA or BS in Food Service Management or Nutrition preferred
- Previous experience in food service management
- Valid Food Handlers Certification and Managers Level Food Safety training, HACCP certified
- Any equivalent combination of training, education and experience that meets minimum requirements
- Credentialing and certifications compliant with the Healthy Hunger Free Kids Act of 2010
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated advanced proficiency in computer programs such as Microsoft Excel, Word, Publisher and Outlook and job specific software programs

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit stand and walk. The employee is required to move forty pounds and could occasionally lift or move up to fifty pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DIRECTOR OF HUMAN RESOURCES / OPERATIONS</b>
<b>DEPARTMENT:</b>	Human Resources/Operations
<b>REPORTS TO:</b>	Superintendent
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Class
<b>SUPERVISORY DUTIES:</b>	District Level Directors, Principals, Classified Staff
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** The following personnel shall be directly responsible to the Director of Human Resources in areas that relate to personnel and operations of the District: Site Administrators, Director of Transportation, Director of maintenance, Director of Food and Nutrition, Director of Information Technology, Personnel Coordinator, Personnel Clerk, Administrative Secretary for Public Relations/Educational Services, and Benefits Coordinator. The Director of Human Resources shall work in collaboration with other District level administrators. All activities and responsibilities shall support District Board goals.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Leads the long range planning and evaluation of District operational effectiveness
- Collects, analyzes, interprets, and reports on multiple data
- Act as liaison with the Board, other divisions of the school system and other agencies and organizations on matters related to personnel, maintenance, transportation, food and nutrition, and information technology
- Advise the Superintendent on all matters concerning the operations of the school system.
- Respond to inquiries for interpretation from the school system staff on matters not clearly covered by regulation, policy or legislation.
- Prepare and deliver written and oral presentations on school system operations and related issues to the Board of Education, principals, parents, community groups; attend regular meetings of the Board; conduct staff meetings, attend other related meetings.
- Assume leadership role on the senior staff; assist with long-range strategic planning; assist with developing system-wide budget, plans, policies and activities; perform various duties assigned by the Superintendent.
- Assist the Superintendent by supervising and conducting personnel administration duties for direct reports including hiring and dismissal, evaluating, assigning special duties, monitoring attendance and granting leave
- Issues all certified, classified and administrative contracts
- Issues all addenda and supplemental contracts
- Adheres to Board adopted pay schedules and policies to issue contracts at correct times and for correct amounts
- Recruits, advertises and accepts applications for all district positions
- Staffs substitute coordinator positions with trained employees and back-ups
- Provides employee compliance for absences as allocated for particular positions
- Insures that every certified staff member has a current, valid appropriate credential
- Provides information to all certificated staff when ADE changes requirements for certification
- Assists certified staff in certification renewals on a timely basis
- Provides all annual reports to Federal and State agencies requesting certification data
- Posts all certified and classified positions which are not filled by RIF recall employees



## The Humboldt Schools.

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### **JOB DESCRIPTION**

- Terminates employees following all statutes and district policies
- Maintains active and inactive files on all employees
- Annually reviews teacher placements based on years of experience and educational credits
- Provides employee reports or data as requested to the Superintendent and/or Director of Finance
- Attends conferences, meetings, and in-services to maintain knowledge base in applicable areas
- Responds to all principals and department heads to achieve optimal staffing
- Keeps an accurate record of employees who are paid through M&O and non M&O
- Tracks and files all employee evaluations
- Recruits, hires, and trains personnel within the department for positions that support personnel functions
- Liaises with Payroll using software and databases to achieve optimal district office functions
- Perform other duties and responsibilities as requested by the Superintendent.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to use standard office equipment.
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting through executive summaries.
- Ability to manage budgets and personnel.
- Ability to do perform multiple administrative functions simultaneously.
- Ability to do detailed mathematical computations.
- Ability to maintain confidentiality.
- Ability to communicate effectively verbally and in writing.
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Knowledge of the continuous improvement processes.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- Masters degree in Education or equivalent
- Arizona Administrative Certification; Superintendent's Certification preferred
- Administrative experience at the site or district level, including the formal evaluation of personnel
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Publisher and Outlook and job specific software programs (e.g., HRIS).

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, students, external agencies and the public.

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The Humboldt Schools.  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DIRECTOR OF MAINTENANCE</b>
<b>DEPARTMENT:</b>	Maintenance
<b>REPORTS TO:</b>	Superintendent
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Class E
<b>SUPERVISORY DUTIES:</b>	All Maintenance & Custodial Staff
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Ensures the smooth and efficient operation of the School District's maintenance program, including building and facility maintenance, custodial services and grounds maintenance, for the ultimate safety and benefit of the students, staff and the public, in conformance with local, state and federal public safety and health regulations and requirements, in support of District Board goals.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- On an ongoing basis, monitors the condition of all district facilities, recommending and coordinating improvements, repairs, upgrades
- Reviews prioritizes and assigns maintenance requests per District's needs
- Interviews, selects and hires maintenance, custodial and grounds personnel
- Directs maintenance supervisors in the performance of maintenance operations
- Supervises the custodial and grounds operation personnel
- Evaluates all maintenance and grounds personnel per district policies
- Co-evaluates with Principals custodial personnel performance per site
- Provides initial departmental orientation for new employees
- Directs ongoing training of custodial, grounds, and maintenance personnel
- Evaluates district needs and assists with new project specifications
- Coordinates and manages all new construction projects, including S.F.B.
- Assists with maintenance budget planning and in the establishment of staffing patterns, staffing labor hours as needed for each site
- Makes formal and informal site visitations to monitor all district maintenance, custodial and grounds operations
- Directs the employee safety program
- Coordinates the entire purchase process for maintenance and grounds, including the bidding process with the warehouse to ensure the needs of the department are achieved
- Coordinates with the warehouse on the ordering, acquisition and disposition of all required maintenance and grounds supplies
- Processes bid requests for a wide variety of outside contracted services
- Coordinates the use of site facilities by school groups and assists with special functions

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of applicable federal and state safety and health regulations.
- Knowledge of maintenance, custodial and grounds operations is required.
- Ability to manage budgets and personnel.
- Ability to do perform multiple administrative functions simultaneously.
- Ability to do detailed mathematical computations.
- Ability to maintain confidentiality.
- Ability to communicate effectively verbally and in writing



**The Humboldt Schools.**  
*Motivating achievement since 1906.*

**JOB DESCRIPTION**

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- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- BA or BS degree preferred
- Previous experience in facility maintenance management
- Valid AZ Drivers License
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Publisher and Outlook and job specific software programs

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, walk and operate mechanical controls. The employee would be required to lift up to 50 pounds safely.

**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

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The Humboldt Schools.  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DIRECTOR OF SPECIAL SERVICES</b>
<b>DEPARTMENT:</b>	Special Services
<b>REPORTS TO:</b>	Superintendent
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Class E
<b>SUPERVISORY DUTIES:</b>	All Special Services Staff
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Assists the Superintendent and has leadership responsibility in the design, development, supervision and direction of the District's plan for the Special Services Department. Oversees management and programming of the special education program, including applicable grants. The Director is responsible for the analysis of student achievement information and program evaluation, in support of District Board goals.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Secures staff collaboration with Principals to provide services to special needs students per the Individualized Education Plans
- Projects staff needs for the short and long term
- Develops and implements an orientation program for new special education staff members
- Directly responsible for the identification, evaluation and placement of exceptional children
- Advises principals and teachers regarding the integration of special education classes and services in the total school program
- Oversees extended school year services for eligible students
- Responsible for special education students services who are Homebound, Home Schooled or Home-based
- Oversee Alternative Assessments for special education students
- Attends IEP meetings which are contentious or litigious
- Administers budget accounts assigned by the superintendent and cooperates in the preparation and administration of the budget in appropriate areas
- Makes budget recommendations and decisions which maximize resource utilization in the District
- Maintains accurate financial records
- Compiles and releases census data on all 18 categories under Federal Law to the State Department of Education using the October 1<sup>st</sup> child count
- Conducts "Child Find" programs for the District; oversees the preschool for students from 2 years 9 months to Kindergarten age
- Monitors and establishes policies and procedures for all district, state, and federal regulations compliance
- Maintains effective communication with staff, parents and the community, including meeting regularly with the parent advisory council
- Oversees the placement of special education students in the Special Education Alternative Setting (SEAS)
- Writes and manages Special Services grants, including but not limited to: IDEA BASIC (6B), Preschool, Early Childhood State Block Grant, and other discretionary grants attained through ADE-ESS
- Investigates and resolves any grievances, mediations or due process claims under IDEA
- Investigates and resolves any Office of Civil Rights complaints under ADA or Section 504 of the Rehab Act
- Evaluates school psychologists, occupational therapists, physical therapists, speech therapists, IEP Facilitator, Special Education Counselor, Assistive Technology Coordinator and Preschool Coordinator
- Makes relevant presentations to the Governing Board, to administration, and at District meetings, as required



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

- Stays informed of current developments in the profession by attending professional meetings, reading professional journals and communicating with experts in the field

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of applicable federal and state regulations
- Knowledge of data usage, including collection, analysis, interpretation and reporting
- Ability to do perform multiple administrative functions simultaneously
- Ability to manage budgets and personnel
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Knowledge and understanding of the continuous improvement process
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Masters degree in Education or related field
- Holds Arizona Administrative Certification and/or Valid Arizona Teacher certificate
- Has proven experience in special education teaching at the K-12 levels
- Has administrative experience at the site or district level
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Publisher and Outlook and job specific software programs

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DIRECTOR OF TECHNOLOGY</b>
<b>DEPARTMENT:</b>	Information Technology Services
<b>REPORTS TO:</b>	Superintendent
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Class E
<b>SUPERVISORY DUTIES:</b>	IS Help Desk Technician; IS Specialist; IS Technician
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Assists the Superintendent and is primarily responsible for the overall planning, coordination, evaluation and implementation of information technology for the District as well as providing leadership in the use of technological delivery systems for instruction, District business continuity, and support of District Board goals.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provides system-wide oversight of the District's IT infrastructure and communications systems
- Evaluates and provides regular maintenance on all district network equipment and infrastructure to assure maximum network performance and stability
- Provides active oversight over all issues relating to site-to-site connectivity and District-to-Internet connectivity
- Facilitates the District Technology Committee
- Oversees the Information Services yearly operating budget
- Communicates with district administrators, teachers, and staff regarding IS Department activities
- Participates in district leadership team meetings
- Obtains input from staff, students, board members and the community regarding how the IS Department can best support educational programs and services
- Develops strategies to meet student assessment and technology standards
- Works with the Director of Educational Services to provide input and support for the development and implementation instructional technology resources
- Oversees the technology work order process, coordinates the repair and maintenance of the District's technology resources, and resolves high level issues
- Develops, deploys and monitors district long-term replacement schedules for both hardware and software
- Develops and communicates standards for the purchase of technology hardware and software
- Serves as a clearinghouse for the purchase of technology hardware and software
- Ensures compliance of district software licenses and copyrights
- Implements security measures which protect the privacy of district, staff and student data
- Ensures measures are in place which limit student and staff access to prohibited internet material
- Oversees the District's E-Rate application process, assuring compliance with all requirements
- Coordinates the installation and implementation of District E-Rate projects
- Works with district personnel on technology grant applications, reports and projects
- With input from District administrative staff, evaluates, at least annually, Information Services Staff performance

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of the utilization of technology in educational environments
- Knowledge of data usage, including collection, analysis, interpretation, and reporting
- Ability to do perform multiple administrative functions simultaneously
- Ability to do detailed mathematical computations
- Ability to manage budgets and personnel



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**JOB DESCRIPTION**

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- Ability to maintain confidentiality
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Knowledge of the continuous improvement process
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response
- Travel will be required to various areas around the state for meetings and trainings

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Bachelor's degree in computer sciences and / or educational technology
- Three year's experience in the field of technology
- Experience with managing a support team
- A+, Network+, MCSA, and MSCE certifications
- Any equivalent combination of experience, training and/or education
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Publisher and Outlook and job specific applications and programs including Windows Server 2008 and 2012, SQL server 2005 and 2008, Microsoft Exchange, Active Directory VB scripts and PowerShell, familiarity with networking / routing protocols and configuration of Cisco, Dell, and Ruckus networking hardware.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DIRECTOR OF TRANSPORTATION</b>
<b>DEPARTMENT:</b>	Transportation
<b>REPORTS TO:</b>	Superintendent
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Class E
<b>SUPERVISORY DUTIES:</b>	Transportation Department Staff
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Ensures the smooth and efficient operation of the School District's transportation program, and is the primary person responsible for providing safe and efficient transportation of students and staff and for the training and oversight of district bus drivers and vehicle maintenance personnel, in support of District Board goals.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- On an ongoing basis, monitors the transportation needs of the District, recommending and coordinating improvements and changes
- Establishes bus routes in a safe and cost effective manner to provide adequate transportation for all students attending classes or other school sponsored activities, including students with special needs
- Recruits, selects, and provides required training for drivers and mechanics
- Evaluates all department employees per district policies and practices
- Monitors appropriate licenses for all departmental employees and the District
- Coordinates student discipline problems with parents and building administrators
- Investigates and report accidents and incidents in a timely fashion
- Coordinates maintenance and repairs on all district owned vehicles
- Completes all Arizona State Transportation required reports in a timely and accurate manner
- Maintains an accurate transportation department inventory
- Adds and deletes district vehicles to the District's insurance company policy as necessary
- Develops and maintains district vehicle replacement schedule
- Purchases replacement vehicles per established purchasing guidelines and protocols
- Ensures that proper V.S.F.R. procurement procedures are followed
- Maintains and submits proper payroll and personnel records
- Uses latest available technology to enhance the effectiveness of the Transportation Department
- Makes presentations at Governing Board, administrative, and district meetings, as required
- Communicates effectively with the Superintendent and the District's administrative team
- Stays informed of developments in the profession by attending professional meetings, reading professional journals and communicating with other experts in the field

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of applicable federal and state transportation safety regulations
- Ability to manage budgets and personnel
- Ability to do perform multiple administrative functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members



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**JOB DESCRIPTION**

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- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- BA or BS degree preferred
- Class "B" C.D.L. with air brake and (P) passenger endorsement
- Arizona School Bus Driver certification
- Evidence of insurability
- Previous experience in transportation management
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance
- CPR and 1<sup>st</sup> Aid certification

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Publisher and Outlook and job specific software programs

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, walk and operate foot controls simultaneously. The employee is required to pass a Physical Performance Test every two years.

**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DISTRICT MAINTENANCE TECHNICIAN</b>
<b>DEPARTMENT:</b>	Maintenance
<b>REPORTS TO:</b>	Director of Maintenance
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 13
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Performs maintenance services at district facilities to ensure clean, attractive and safe environments for students and staff, including all district buildings, grounds and district equipment.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Troubleshoots, maintains and repairs electrical, plumbing and HVAC systems within capabilities and licensing certifications
- Provides construction repairs, additions and remodeling as necessary and within capabilities and licensing certifications; makes repairs to walls, ceilings, floors, windows, window frames, and performs other carpentry related duties
- Provides welding repairs
- Attends to the painting needs of district facilities
- Maintains communication with assigned site lead custodians to establish proper upkeep of facilities
- Monitors and records district wide safety concerns and reports findings to the Director of Maintenance
- Assists with and coordinates grounds keeping projects
- Safely operates machinery, hand and power tools and equipment necessary to complete job tasks as qualified/certified
- Assists with snow removal from school facilities
- Completes records and reports
- Collaborates with supervision regarding repair methods and cost estimates
- Checks inventories and prepares orders for supplies and chemicals
- Properly uses maintenance equipment and chemicals; reads labels on chemicals and M.S.D.S. (Material Safety Data Sheets) to ensure safe use, storage and handling of all maintenance related chemicals

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate mechanized maintenance equipment
- Knowledge of specialized tools and equipment used in maintenance and ability to use such tools and equipment
- Knowledge of OSHA rules and regulations
- Knowledge of accepted techniques and methods for providing maintenance services
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DO ACCOUNTING CLERK – AUXILIARY OPERATIONS</b>
<b>DEPARTMENT:</b>	District Office Finance
<b>REPORTS TO:</b>	Director of Finance
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 8
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Performs general accounting functions using the Uniform System of Financial Records Chart of Accounts relating to the management of auxiliary accounts. Serves as an information resource regarding district auxiliary operations policies and practices. Supports District's purchasing operations administrative/clerical duties.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Verifies and balances daily deposits from sites/departments
- Prepares, balances and records deposits for auxiliary funds and other funds as directed by supervisor
- Interfaces with district personnel regarding balances and availability of tax credit, auxiliary funds, student club funds
- Prepares training guides relating to auxiliary fund and student club procedures
- Verifies consistency/timeliness of deposits for district sponsored programs
- Inputs purchase requisitions relating to auxiliary funds and student clubs, checking for accuracy and correctness of information; purchasing requirement reviews in accordance with regulations and procedures
- Prepares and distributes financial reports to district personnel and government agencies as directed by supervisor
- Prepares billings for district receivable accounts
- Prepares various reports and retrieves records for auditors, department heads
- Assist Director with bid specification preparation, bid request issuance and upcoming quote reviews

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of generally accepted accounting practices
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 1 year previous accounting experience





**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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- Experience with automated accounting systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DO ACCOUNTING CLERK – BUDGET TECHNICIAN</b>
<b>DEPARTMENT:</b>	District Office Finance
<b>REPORTS TO:</b>	Director of Finance
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 8
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Coordinates data reconciliation for Student Accountability Information Systems (SAIS) with district sites, assists in reporting discrepancies, and communicates relevant data to district personnel. Serves as an information resource regarding relevant district purchasing and SAIS policies and practices.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Develops and/or coordinates SAIS training for school sites to provide procedural training to district sites
- Interprets regulatory statutes to determine the data required for student attendance reporting
- Analyzes and verifies student membership and attendance data to assure accuracy and compliance with ADE regulations and district policy
- Provides Finance Director with student enrollment and attendance data needed to project annual budget
- Assist development of federal, state, IGA budget account numbers and allocations conformance with grant writing requirements
- Review, approve, and record purchasing requests ensuring fund availability per grant requirements
- Prepare invoices and submit cash requests
- Prepare and review grant completion reports
- Conducts regular data integrity reviews to ensure compliance with state reporting standards to ensure state funds for budgets are received
- Monitors, reviews and facilitates in correction of state reporting exceptions and reconciliation of district and state reporting results
- Validates concurrent enrollments and research SAIS ID issues
- Enters district calendars for schools at ADE
- Assists Director with grant oversight, including financial reporting requirement conformance
- Coordinates with Joint Technology District on reporting issues related to concurrently enrolled and satellite students
- Assists in compiling budget data to prepare the District's annual budget
- Compiles and prepares monthly financial reports special schedules reports
- Approves financial expenditures and coding according to published guidelines
- Prepares adjusting journal entries
- Enters and maintains budget data into the computer system, including grant applications
- Assigns account codes and aligns with appropriate budget groups
- Inputs purchase requisitions into computer system, checking for accuracy and correctness of information
- Prepares various other reports and retrieves records for auditors, department heads,
- Assist in development of federal and state budget account numbers and allocations to ensure conformance to grant reporting requirements and UFSR guidelines
- Compile information and prepare journal entries for payroll and indirect cost allocations
- Prepare monthly cash requests for federally funded projects
- Prepare annual grant completion reports
- Maintain and distribute time and effort logs to appropriate departments per federal guidelines
- Research budget history to provide financial data and verification of account balances



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- Monitor account balances and codes to ensure adequate fund balances and appropriate use of funds

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of generally accepted accounting and purchasing practices
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 1 year previous purchasing accounting experience
- Experience with automated accounting systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**JOB DESCRIPTION**

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DO ACCOUNT PAYABLE / FIXED ASSETS COORD.</b>
<b>DEPARTMENT:</b>	District Office Finance
<b>REPORTS TO:</b>	Director of Finance
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 8
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Performs general accounting functions using the Uniform System of Financial Records Chart of Accounts and is primarily responsible for accurately processing and recording vendor payments and maintaining an accurate accounting of the District's assets.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Distributes purchase orders, places orders with vendors and distributes file copies and back-up documentation
- Performs accounts payable functions; inputs and reconciles invoices to purchase orders or receipts and prints accounts payable reports
- Processes computer generated warrants, transmits files electronically to Yavapai County Treasurer's system, verifies warrants for accuracy, mails checks and transmits vouchers for Board approval
- Examines and verifies accounts payable reports, reconciles vendor statements, contacts vendors for information or corrective actions, contacts district personnel regarding purchase requests, receipts, invoices and maintains vendor files; maintains an updated, detailed reconciliation of vendors' monthly statements
- Processes annual 1099 reports
- Processes employee travel expense claims, reconciling them to approval limits
- Prepares monthly Use Tax and submits to the Arizona Department of Revenue
- Maintains fixed asset inventory control records, assigns property control numbers and processes disposal of assets; maintains and updates general fixed asset listings
- Reconciles fixed asset values to the General Ledger
- Provides information as requested/needed for annual audits
- Maintains inventory of Finance department supplies
- Assists with year-end and closing functions

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of generally accepted accounting and purchasing practices
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response



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### JOB DESCRIPTION

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#### **QUALIFICATIONS & REQUIREMENTS:**

##### **Education & Experience:**

- High School diploma or equivalent
- 1 year previous accounting or purchasing experience
- Experience with automated accounting systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook, and job specific computer programs.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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#### **WORK ENVIRONMENT:**

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### JOB DESCRIPTION

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**JOB TITLE:** DO ADMINISTRATIVE SECRETARY – PUBLIC  
RELATIONS & EDUCATIONAL SERVICES

**DEPARTMENT:** Human Resources

**REPORTS TO:** Director of HR/Operations/Director of Educ. Services

**FLSA STATUS/CLASSIFICATION:** Non-Exempt; Class 8

**SUPERVISORY DUTIES:** None

**APPROVED ON:** xx/xx/2014

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**SUMMARY:** Performs administrative functions within the District's Public Relations and Educational Services departments coordinating important activities essential to the efficiency of the both, while maintaining cooperative, daily interactions with all educational stakeholders. Fosters a team environment to accomplish established goals and objectives. Upholds and enforces school rules, administrative regulations and Board policy.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Prepares memos, letters, communications, or other documents
- Receives incoming phone calls, and greets and directs visitors to district locations; responds to parent and community phone inquiries
- Assists Director with numerous and varied administrative responsibilities
- Generates numerous reports from School-Master
- Generates Purchase Orders for various district departments
- Provides assistance to the District Volunteer Coordinator
- Assists with planning and implementation of professional development training events for administrators, teachers and staff; schedules training events; reserves required training facilities
- Works in collaboration with the Director in defining, developing and implementing district-wide public relations / marketing procedures (for internal and external stakeholders)
- Website administrator, social media updates, and preparation of articles for newspaper publication
- Assists with the research of marketing techniques to develop improved and successful communication models
- Assists with crisis communications planning

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Ability to communicate effectively verbally and in writing
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to do perform multiple clerical functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response



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**JOB DESCRIPTION**

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**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 2-3 years previous school administrative assistant experience
- Experience with various modern office equipment and systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>ADMINISTRATIVE SECRETARY - SUPERINTENDENT - - GOVERNING BOARD</b>
<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	Superintendent
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 15
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Performs a broad spectrum of administrative and secretarial duties for the Superintendent of Schools and the Governing Board of Education, coordinating important activities essential to the efficiency of the both, while maintaining cooperative, daily interactions with all educational stakeholders. Fosters a team environment to accomplish established goals and objectives. Upholds and enforces school rules, administrative regulations and Board policy.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Represents the District in public and/or telephone contact situations and provides accurate information according to district policies and procedures, school boundaries, and general educational information
- Obtains, gathers and organizes pertinent information to be used in the preparation of Governing Board Meeting packets for distribution to Board Members, Administration and the media; prepares meeting agenda packets to include resumes and related documents for Board members and administrators; has agenda packet available for public inspection; prepares copies of agenda for the public
- Ensures Board meeting notices and agendas are properly posted as required by district policy and Arizona Revised Statutes
- Attends all governing Board meetings and ensures accurate recording, transcription and distribution of all Governing Board meeting minutes
- Prepares correspondence for the Governing Board and the Superintendent
- Responds to inquiries of staff, other educational institutions, the public, parents, and or students for the purpose of providing information and or direction
- Facilitates the creation of out going communication on behalf of the Superintendent; coordinates, organizes, schedules, and plans meetings, workshops, conferences
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Maintains appointment schedules for the Superintendent and Governing Board and makes arrangements for their participation at conferences and workshops
- Screens and refers calls and complaints to the appropriate level for proper handling and solution
- Provides for the arrangement of facilities for meetings, work sessions, etc, for the Superintendent and Governing Board members
- Approves and maintains student records and public records for storage purposes
- Submits claims regarding student injuries to the District's liability insurance carrier

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Ability to communicate effectively verbally and in writing
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to do perform multiple clerical functions simultaneously



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**JOB DESCRIPTION**

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- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 2-3 years previous office administrative experience
- Experience with various modern office equipment and systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

***Disclaimer:** The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DO ADMINISTRATIVE SECRETARY – FEDERAL PROGRAMS AND SCHOOL IMPROVEMENT</b>
<b>DEPARTMENT:</b>	Federal Programs and School Improvement
<b>REPORTS TO:</b>	Director Federal Programs and School Improvement
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 8
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Performs administrative functions within the District's Federal Program and English Language Development (ELD) departments coordinating important activities essential to the efficiency of both, while maintaining cooperative, daily interactions with all educational stakeholders. Fosters a team environment to accomplish established goals and objectives. Upholds and enforces school rules, administrative regulations and Board policy.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

**General:**

- Prepares memos, letters, communications, or other documents as required
- Follows State & Federal laws and district policies to ensure compliance with mandated budgetary requirements, including retention of files
- Troubleshoots phone calls, correspondence and information related to Curriculum/Grants/Professional Development

**Grants:**

- Assists with the administration of Title I, Title I-D, Title II, Title III, AZ K-12 Center, RTTT, MOWR, School Safety and other grants; ensures compliance with mandated budgetary requirements; creates and maintains database or spreadsheet of current information regarding grant status; provide reports, graphs, or charts as required
- Creates, and maintains NCLB State Compliance Requirements related to Six Year Monitoring Cycle, ALEAT (Computer Tracking System), and Academic Achievement Reporting
- Works with external auditors during grant audits
- Reconciles grants to Business Office Reports
- Tracks expenditures and maintains up-to-date information on budget line items for grants
- Creates, organizes, and implements purchase orders for ADE, grants, and county professional development training events including transportation, registration, reservations, lodging, meals for administrators, and teachers

**English Language Development:**

- Assists with administrative responsibilities
- Assists with preparation and clerical services (purchase orders, transportation, reservations, staff development documents, etc.) for professional development training events, such as staff development, ADE trainings, and OELAS conference
- Assists in the distribution and tracking of ELL materials and AV equipment, along with End-of-Year Inventory

**Title VII:**

**Indian Education Liaison:**

- Communicates program availability and requirements with Native American students and their parents
- Generates and tracks required documents, and reports from SchoolMaster



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**JOB DESCRIPTION**

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- Creates, maintains accurate recordkeeping with mandated budgetary requirements including database or spreadsheet reporting
- Reports quarterly grades and assessment scores to Office of Education
- Organizes and presents information at program meetings for parents and students
- Coordinates tutoring program – identify students needing tutoring, communicating with parents and arranging for tutoring assistance

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Ability to communicate effectively verbally and in writing
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to do perform multiple clerical functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 2-3 years previous administrative assistant experience
- Experience with various modern office equipment and systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance
- Analytical skills

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.



**The Humboldt Schools.**  
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## **JOB DESCRIPTION**

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DO ADMINISTRATIVE SECRETARY - FOOD &amp; NUTRITION</b>
<b>DEPARTMENT:</b>	Food and Nutrition
<b>REPORTS TO:</b>	Director of Food and Nutrition
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 8
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Performs office and administrative functions to ensure effective department communications; monitors staff attendance, processes catering use requests, time card distribution and collection, submits and processes food orders files and monitors assignment of substitute staff. Prepare reports required by National School Lunch Program (NSLP), School Breakfast Program (SBP), and After School Snack Program. Prepare and monitor site and commodity inventory.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Prepares all memos, letters, department-wide communications, or other documents as required for parents, students, teachers, staff or the District Office
- Processes all employee absence forms and leave requests
- Maintains all information relative to the department facilities or personnel
- Collects all time cards, checks for accuracy, enters into Visions and submits to the district office following authorization by the site administrator
- Track staff attendance at each site. Verify absences and Coordinates substitute worker activities with the district office. Maintain a current sub list and report long term sub use
- Receives incoming phone calls and greets and directs visitors to school locations
- Ensures that all outgoing U.S. mail is properly sorted and incoming mail is distributed to proper recipients
- Submit all orders for all sites in the meal program
- Prepare purchase requisitions for department
- Process invoices for all sites, maintain current account balances, ensure pricing matches bid
- Report product or delivery concerns to vendors
- Create, inventory and report weekly commodity distribution and receipt
- Collect and compute monthly inventory values and quantities at all sites
- Train Food and Nutrition staff on ordering, computer and applications
- Assist new hires with employment packet, orientation, training and uniforms
- Track meal totals, eligibility percentages and site productivity for monthly reporting and annual reports

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Ability to communicate effectively verbally and in writing
- Ability to do perform multiple clerical functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws and health department, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 2-3 years previous office clerical experience
- Experience with various modern office equipment and systems
- Food service experience preferred
- Food Handler's Certificate from Yavapai County Health Dept. and/or Manager's Level Food Safety certification
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated advanced proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**WORK ENVIRONMENT:**

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**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DO BENEFITS COORDINATOR</b>
<b>DEPARTMENT:</b>	Finance
<b>REPORTS TO:</b>	Director of Finance
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 8
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Coordinates benefit coverage/programs for all district employees and their eligible dependents, using established district account codes, policies and procedures, by providing superior customer service while serving as a benefits information resource.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Performs monthly reconciliations for each type of insurance plan provided by the District
- Prepares monthly billing spreadsheets for each provided benefit plan
- Conducts insurance orientations to all new staff and provides ongoing training and information, to all district employees and covered dependents
- Notifies insurance companies of new enrollments, changes in coverage, changes in address and other relevant information needed to ensure coverage and accurate accounting
- Prepares purchase requisitions for health vendors,
- Calculates payroll deductions for those employees with dependent coverage and enters the deductions into the payroll system
- Sets up and maintains monthly insurance encumbrance amounts (monthly district insurance expenses by account code)
- Attends required HIPAA Privacy and Security training
- Calculates all insurance refunds, when applicable, for accounts payable purposes
- Maintains and prepares monthly benefit billings for retirees enrolled in HUSD's group insurance; posts all monies received from retirees and from Arizona State Retirement System (subsidy payments)
- Notifies employees, who have terminated employment with the district, of their COBRA rights; notifies each insurance carrier of terminations of covered employees and family members as well as the contracted COBRA administrator; maintains all COBRA election/payment documentation
- Assists with payroll processing; inputs information into the computer system, assists with balancing of monies, assists with balancing leaves and other payroll-related activities
- Attends Insurance Consortium meetings as scheduled to ensure district participation
- Coordinates deposits for Insurance Consortium
- Assists employees with FMLA, STD, LTD, and Workers Compensation paperwork

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of employee health and welfare plans and generally accepted payroll practices
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision





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**JOB DESCRIPTION**

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- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 1 year previous benefit administration experience preferred
- Experience with automated payroll/HR systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook and job specific computer programs (e.g., HRIS).

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**WORK ENVIRONMENT:**

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**JOB DESCRIPTION**

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**JOB TITLE:** DO INTERNAL AUDIT MANAGER  
**DEPARTMENT:** District Office Finance  
**REPORTS TO:** Director of Finance  
**FLSA STATUS/CLASSIFICATION:** Exempt; Classified  
**SUPERVISORY DUTIES:**  
**APPROVED ON:** xx/xx/2014

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**SUMMARY:** Plans, directs, coordinates, and reviews internal audits of the District's Finance Department operations, assuring compliance with the Uniform System of Financial Records to ensure efficient and effective support of the educational process in support of District Board goals.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Monitors expenditures of all budgets to ensure compliance with USFR rules, regulations, and policies
- Develops, reviews, and evaluates existing and new operational procedures and processes to obtain optimum efficiency
- Prepares, monitors, and maintains budgets
- Assists in the preparation and submission of the District's annual budget and annual financial reports
- Reconciles monthly budget and cash reports with the County Superintendent and applicable banking institutions; identifies variances and takes corrective action
- Tracks district revenues
- Approves vouchers (p/r & a/p) verifying that sufficient funding is available, based on cash or grant allocations
- Reconciles grants with the County Superintendent and ADE
- Allocates revenue to appropriate programs for quarterly interest to appropriate funds
- Prepares year-end close and year-end opening transactions
- Prepares and submit deposits to the County Superintendent Office
- Coordinates employee training to improve efficiency and insure conformance with standard procedures and practices
- Conducts internal audits on accounts and spot checks records to ensure compliance of standard procedures and practices
- Provides assistance to the Finance Director to manage day-to-day Finance department operations
- Organizes, coordinates, participates, and implements special projects related to finance and accounting
- Works with all external auditors in coordinating all district audit activities
- Serves as an advisor to the Finance Director on all questions relating to the business and financial affairs of the District
- Assists Finance Director with advising district officials on accounting, budgeting and other fiscal matters, interprets and applies the provisions of laws, rules and district policies relating to various business and fiscal matters

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to use standard office equipment
- Knowledge of data usage, including collection, analysis, interpretation, and reporting
- Ability to perform multiple administrative functions simultaneously
- Ability to manage budgets and personnel
- Ability to do detailed mathematical computations



**The Humboldt Schools.**  
*Motivating achievement since 1906.*

**JOB DESCRIPTION**

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- Ability to maintain confidentiality
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- BA or BS degree in Finance or Accounting
- Arizona Administrative Certification
- Previous administrative experience at the site or district level
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Publisher and Outlook and job specific accounting software programs

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DO PAYROLL COORDINATOR</b>
<b>DEPARTMENT:</b>	District Office Finance
<b>REPORTS TO:</b>	Director of Finance
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 8
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Oversees requests from the Superintendent of School, Director of Finance, Director of Human Resources, Director of Federal Programs, Internal Auditor and campus Principals with regard to sensitive confidential payroll data as requested. Verifies the bi-weekly processing of payroll. Oversees payroll department procedures to insure accuracy in processing and adherence to generally accepted payroll standards.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Interface with all employees regarding payroll related questions and/or grievances, follow up and resolve all issues
- Act as agent to accept tax levies, verification of employment, child support requests etc
- Print all payroll related reports
- Assemble the bi-weekly payroll book that represents our audit trail
- Assemble the bi-weekly signed timesheet book that represents our audit trail
- Interpret school policies and government regulations affecting payroll procedures
- Monitors Arizona State Retirement System for new hires, payroll verification, member eligibility
- Maintain the quarterly tracking spreadsheet used in preparing the quarterly/annual tax returns
- Maintain the 20/20 tracking spreadsheet required by Arizona State Retirement System
- Compiles all payroll information to be presented for the annual audit
- Prepares the "Compensated Balance Report" required at time of the annual audit
- Assists in maintaining proper audit trail and checks & balances, assists auditors Reviews the following federal, state, Medicaid and W-2's tax returns prior to going to the Director of Finance for signature
- Ensures the payroll encumbrances are run each pay period
- Studies and standardizes procedures to improve efficiency in the payroll department
- Assists the Director of Human Resources with correspondence related to recruitment fees and deduction of the fee from the employee's final pay
- Authors and maintains a "Payroll Procedures Manual"
- Provides reports for budgeting and planning purposes
- Oversees proper maintenance of employee payroll files and storage of dated payroll records as required by generally accepted payroll standards
- Tracks all employee timesheets to insure proper signatures of employees and verify that all have been signed by their supervisor
- Attends required HIPAA Privacy and Security training
- Responsible for ordering all payroll department office supplies
- Participates in the monthly New Employee Orientation training programs - facilitates the payroll portion
- Maintains and updates training materials for the New Employee Orientation programs
- Monitors employee tax credit donations and generates end of year tax credit receipts to donors
- Tracks employee hours worked for use in determining if re-contracting may be necessary to comply with the Affordable Health Care Act



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**JOB DESCRIPTION**

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**KNOWLEDGE, SKILLS & ABILITIES**

- Present a professional appearance and attitude at all times
- Knowledge of generally accepted payroll practices
- Knowledge of standard office equipment such as an adding machine, copy machine etc.
- Ability to analyze data and clearly report the findings
- Work cooperatively and courteously with supervisors, directors, principals and fellow employees
- Be flexible and open to new ideas and suggestions
- Be tactful when communicating with others both verbally and in written communication
- Ability to communicate effectively verbally and in writing
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 2-3 year previous payroll experience
- Experience with automated payroll/HR systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook, Access and job specific computer programs

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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The Humboldt Schools.  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DO PAYROLL SPECIALIST</b>
<b>DEPARTMENT:</b>	District Office Finance
<b>REPORTS TO:</b>	Director of Finance
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 8
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Assists Payroll/Benefits Coordinator in the operation of the department. Must have computer skills to include Excel and Access and be proficient in 10 key

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Track sick, vacation and personal leaves taken
- File all payroll and insurance paperwork into employee files
- When necessary support or substitute for Payroll Coordinator
- Verifies payroll data and leave plan against contractual salary placement.
- Verifies all required employment documents, including paperwork for new, existing, and exiting employees.
- Computes a variety of information related to payroll vouchers. Executes and monitors payroll calculation programs; reconciles and posts data to payroll records
- Balances and reconciles the payroll changes for accuracy
- Performs balance of contract calculations for resigning employees.
- Reviews timesheet posting with the Payroll Coordinator for completeness and accuracy
- Reconciles transactions for overpayments, reversals, and voids
- Process various irregular payments, such as supplemental pays, Prop 301, stipends, sick leave payouts
- Sort and distribute employee checks
- Process vendor checks, make tax payments and transmit direct deposits
- Interfaces with District employees regarding payroll inquires
- Investigates employee information for County, Federal, and State and other agencies related to garnishments, tax-sheltered annuities, child-support payments, tax levies, employment earnings, retirement, wages lost
- Compiles data and prepares quarterly and year-end reports, e.g. W-2's, Federal Tax 941 Filing, AZ State A-1 Tax Filing, AZ State New Hire Reports, U.S. Labor Reporting
- Performs Ending Payroll Verifications, Check Member Eligibility, Bi-weekly Reporting with the Arizona State Retirement System
- Monitors employee tax credit donations and generates end-of-year tax credit receipts to donors.
- Performs monthly TSA reporting
- Performs quarterly and annually payroll reporting for the Medicaid Cost Reporting
- Informs employees with pertinent information through bi-weekly newsletters
- Import and reconcile substitute time worked reported through AESOP

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment and 10 key adding machine
- Knowledge of generally accepted payroll practices
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision



## The Humboldt Schools.

*Motivating achievement since 1906.*

### JOB DESCRIPTION

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- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- High School diploma or equivalent
- 2-3 year previous payroll experience
- Experience with automated payroll/HR systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook, Access and job specific computer programs

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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### **WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

***Disclaimer:** The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DO PERSONNEL CLERK</b>
<b>DEPARTMENT:</b>	Human Resources
<b>REPORTS TO:</b>	Director of Human Resources
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 6
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Performs administrative and clerical duties, such as file maintenance, correspondence, fingerprint processing and general office related tasks within the District's Human Resources operation, and acts as an information resource, assisting other staff members as needed.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Answer phones, providing superior customer service, and forwards calls or takes messages, if necessary; makes call-backs Maintain files and database information of all applications
- Prints reports of specific applicant information for all administrators, for hiring purposes
- Send applications to site administrators
- Assists in processing new employees, both certified and classified
- Processes I-9 and 'E-Verify' and completes background checks for substitute hires; notifies immediate supervisor of all checks that show prior questionable/illegal activity
- Enters new substitute employees, or changes current certified employee data, in the HR software program
- Completes new employee folders, ensuring information is complete and accurate, and files accordingly
- Completes fingerprint processing for substitutes
- Assists in maintaining databases, including but not restricted to substitute employees, new hires and terminations
- Runs reports of volunteers and sends to Volunteer Coordinator per established schedules
- Creates 'white folders' for all new certified personnel and assists in keeping them up to date
- Assists with creation of new forms that improve communication or efficiency within the District
- Sits in with employees, or others, during examination of personnel files or contracts and makes copies per established policies
- Serves as the substitute coordinator for both certified and classified employees including serving as the Administrator of AESOP- Sub calling system and maintains absence database for all classified employees
- Maintains all classified absence forms
- Maintains a binder of most current certificates for teachers and substitute teachers
- Keeps job descriptions booklet updated and sends out new job descriptions to all sites for inclusion in their booklets
- Updates classification lists
- Files relevant reports, papers and forms
- Sorts incoming mail in the personnel department, forwards and responds
- Attends meetings and required training programs
- Notarizes documents

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of current employment laws and generally accepted employment practices
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting





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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>DO PERSONNEL COORDINATOR</b>
<b>DEPARTMENT:</b>	Human Resources
<b>REPORTS TO:</b>	Director of Human Resources
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 8
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Addresses employee needs and coordinates employee documents relating to employment, contracts and work agreements, wages, professional development, certification, and other contractual needs, primarily for certified employees.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Maintains accurate and up to date personnel, education, and highly qualified files
- Receives "Recommend to Hire" forms, adds funding codes, checks for completeness and background checks, then processes for Board action
- Processes I-9 and 'E-Verify' and completes background checks for certified hires; notifies immediate supervisor of all checks that show prior questionable/illegal activity
- Processes employment verifications
- Completes purchase requisitions for Human Resources Department and authorizes payment
- Acts as Agency Security Contact and keeps district in compliance with the Department of Public Safety noncriminal justice Fingerprint mandates
- Enters new certified employees, or changes current certified employee data, in the HR software program including hire dates, positions, certifications, personal information, termination dates, etc.
- Generates work contracts, addenda contracts, and supplemental contracts for all employees, along with all stipends and overloads, reviews and verifies certification and university transcripts for employment and advancement on the salary schedule
- Maintains database of professional growth for re-certification and salary advancement
- Notifies payroll of any salary changes for all personnel
- Checks Professional Growth applications for approved courses, and for completeness, and processes according to established procedures; reviews and verifies salary advancements
- Assists all certified employees with re-certifications, including fingerprint clearance card applications
- Maintains accurate records regarding NCLB Highly Qualified status for all teachers and assists those who are not HQ obtain required status and enters/updates data in ADE's database
- Completes School District Employee Report (SDER), as well as other state and federal reports
- Processes all information relating to district employees for inclusion in Board packets
- Maintain a current file on ADE forms; updates regularly and provides needed forms to all certified personnel; checks information on-line when applicable
- Maintains current salary schedules for certified employees as well as nurses, psychologist, speech pathologists, OT's, PT's, and administrators; updates HR software program with information as necessary to keep all data up-to-date
- Maintains and creates certified employees 'white education folders' containing certificates, development hours, transcripts, and other professional growth information
- Contacts all certified employees on extended leaves of absence regarding expected return dates
- Assists in the recruiting of personnel including posting positions online and running advertisements
- Administrator for applicant tracking program, employee web portal, and Human Resources page on District website



## The Humboldt Schools.

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### JOB DESCRIPTION

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#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of current employment laws and generally accepted employment practices
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations.
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response
- Maintains up to date knowledge of ADE certification requirements and policy changes
- Maintains up to date knowledge of Arizona and Federal employment laws to ensure the District remains compliant

#### **QUALIFICATIONS & REQUIREMENTS:**

##### **Education & Experience:**

- High School diploma or equivalent
- 2-3 years previous HR experience
- Experience with automated HR systems
- Ability to obtain Arizona Notary Public Commission
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook, Access and job specific computer programs (e.g., HRIS) and the internet.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

#### **WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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### JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>DO RECEPTIONIST</b>
<b>DEPARTMENT:</b>	Human Resources
<b>REPORTS TO:</b>	Director of Human Resources
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 6
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Performs administrative and clerical duties including various typing, filing, mail distribution and related duties; greets and directs visitors, parents, students and staff. Answers, screens and directs incoming phone calls. Uses various computer programs to create documents and reports.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Answers phones, providing superior customer service, and forwards calls or takes messages, if necessary; makes call-backs whenever needed
- Greets and assists or directs visitors
- Checks main phone system for messages and distributes to appropriate parties
- Maintains general knowledge of district activities
- Holds mail/materials for pick up by members of the public or district employees
- Answers questions about job openings and copies information for prospective employees
- Sorts and meters all incoming and outgoing mail, both postal and interoffice
- Pulls monthly reports from postal machine and maintains files relating to postage usage
- Maintains the postage machine including adding funds as needed
- Processes and delivers bulk mailings to the U.S. Post Office
- Assists with UPS/Fed-X shipping and pickups
- Performs fingerprinting for the District Office and Volunteers
- Makes Reference and Background calls/checks for the Substitute Coordinator in regards to substitutes being hired for the District
- Coordinates volunteers for the district, including identifying, processing, and placement
- Maintains the Car Log reserving District vehicles for Teachers and Staff
- Maintains the schedule log to reserve the District Conference Room
- Creates, maintains, and updates copies of district forms for both employee and public use
- Maintains a district scrapbook of newspaper articles
- Orders supplies for the District Office staff and receives incoming deliveries
- Assists with collection and documentation of tax credit donations

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of phone systems and general office administrative operations
- Ability to communicate effectively verbally and in writing
- Ability to do mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations



## The Humboldt Schools.

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### JOB DESCRIPTION

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- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- High School diploma or equivalent
- 1 year previous clerical or receptionist experience preferred
- Experience with modern phone systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrates general proficiency in computer programs such as Microsoft Excel, Word, Outlook, Access and job specific computer programs.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

### **WORK ENVIRONMENT:**

Indoor office environment; this position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>ENGLISH LANGUAGE DEVELOPMENT (ELD) COORDINATOR</b>
<b>DEPARTMENT:</b>	Federal Programs & School Improvement
<b>REPORTS TO:</b>	Director of Federal Programs & School Improvement
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Certified
<b>SUPERVISORY DUTIES:</b>	ELL Aide, ELL Teacher, ILLP Coordinator, ILLP Teacher, Assessment Secretary
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Administers the ELD program and supports its efforts to ensure language acquisition and academic progress among English Language Learners. This includes the responsibility in the design, development, supervision and alignment of the District's ELD program in accordance with state and federal requirements.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Is directly responsible to the Director of Federal Programs and School Improvement in areas that relate to the administration of the ELD program
- Works closely in collaboration with site level administrators and district level administrators
- Reviews and adheres to district policies and procedures
- Communicates effectively with the Superintendent and the District's administrative team
- Serves on District Professional Development Committee
- Stays informed of developments in the profession by attending professional meetings, reading professional journals and communicating with experts in the field
- Visits schools and ELL classrooms on a regular basis to ensure effective implementation of programs and instructional, research-based practices
- Develops, coordinates, implements, monitors and revises ELL program to remain compliant with Arizona State laws, Title III Grant guidelines, ELL program requirements, and Arizona ELP & College and Career Readiness Standards
- Coordinates with district translator; develops and monitors translation budget (Title III)
- Assists principals with the hiring of staff for ELL
- Assists principals in "customizing" ELL programs to best serve the academic, cultural, and demographic needs of each site
- Works with HR Director to establish effective and equitable site ELL staffing and funding sources
- Effectively administers all aspects of ELL grants (Title III and SEI Budget). This includes writing and applying for the grants, meeting appropriate deadlines, submitting amendments, and meeting all eligibility requirements as directed by State and Federal laws.
- Works with Special Education teachers/Director to identify, serve and/or exit ELL students using the IEP process
- Collaborates with Director of Federal Programs to coordinate instruction of ELLs.
- Attends ADE Practitioners of English Language Learners meetings and the OELAS conference for updates on program requirements and compliance

**Program Planning**

- Restructures existing HUSD programs to meet State Sheltered English Immersion program requirements.



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**JOB DESCRIPTION**

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- Updates all Arizona Department of Education policies and procedures and implements appropriate additions/deletions/changes
- Develops and continues to update District ELL Program Manual
- Develops and updates required ELL program forms
- Purchases, processes, and distributes materials for Structured English Immersion (SEI) classrooms for use with ELL students.
- Maintains and monitors inventory of all teacher materials.
- Prepares for ADE Monitoring Cycles
- Works with Director of Educational Services to update ELL program information on ALEAT (ADE Program Tracking System)
- Develops curriculum, ELD pacing guides and Discrete Skills Grade Books

**Compensatory Instruction** (No longer grant funded, but required)

- Organizes (hire teachers/paraprofessionals, supervise) the K-12 ELL Compensatory Education after-school programs)

**Assessment/Implementation**

- Oversees the Assessments of all new PHLOTE (Primary Home Language Other Than English) students AZELLA
- Reassesses all ELL students annually and when warranted
- Accurately maintains records required by State Department and meets reporting deadlines
- Oversee the inventories and orders all appropriate Arizona English Language Learner Assessments

**Statistical Tracking/Analysis**

- Oversees the accuracy in all ELL testing and programming data in Schoolmaster and verifies SDELL 70, SDELL 71, SDELL 72, and Student Integrity reports for upload to Arizona Department of Education.
- Creates and accurately maintains current rosters of all enrolled students as well as those exited.
- Oversees maintaining all ELL files to ensure total compliance in the record-keeping area.
- Analyzes and interprets data with teachers to establish correlation between assessment data and classroom instruction.
- Guides teacher in statistical analysis of AZELLA scores and student progress on AIMS/PARCC Assessments

**ELD Teacher Professional Development**

- Provides on-going, ELD professional development for certified staff and paraprofessionals.
- Organizes and delivers SEI training sessions and in services
- Meets regularly with ELL teachers to analyze AZELLA data and Discrete Skills Gradebooks to track progress and drive instruction

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of grant writing and grant management
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to communicate effectively verbally and in writing
- Ability to manage budget and personnel
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality



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**JOB DESCRIPTION**

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- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Bachelors degree in Education or related field
- AZ Teaching Certificate
- Previous teaching experience K-12
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance
- Experience working with English Language Learners

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook, Access and job specific computer programs.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>ELL AIDE</b>
<b>DEPARTMENT:</b>	School
<b>REPORTS TO:</b>	Classroom Teacher / Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 3
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Assists classroom teachers in providing a well-organized classroom environment to ensure a positive learning environment that enables students to benefit from the English Language Development instructional program.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists teachers in providing an effective learning environment
- Assists teachers in lesson OELAS preparations
- Attends training for the AZELLA and assists in administering the AZELLA test
- Assists teacher in preparation of instructional materials
- Maintains vigilance to signs of child abuse or neglect
- Provides positive reinforcement for students
- Supports the teacher in maintaining classroom control
- Assists in special class presentations, field trips and activities, as requested
- Assists with evaluating and testing students, as requested by teacher
- Handles routine clerical work
- Supervises students outside of the classroom
- Assists the teacher with instruction and evaluation of student work
- Works with small English Language Proficiency Groups and/or 1-on-1 with students to help ensure understanding of lessons and reinforces material introduced and overseen by the teacher
- Assists teacher in checking notebooks, correcting papers and supervising make-up work
- Helps administer AZELLA
- Participates in professional growth activities, such as ELL training and site training

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard classroom related learning tools and equipment
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response





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**JOB DESCRIPTION**

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**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- Must have completed at least 2 years of college study, hold an associate's degree or higher, or passed the paraprofessional assessments in reading, writing and mathematics
- Any equivalent combination of training, education and experience that meets minimum requirements
- Bilingual in Spanish highly beneficial
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook, Access and job specific computer programs.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor classroom environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>ELL TEACHER</b>
<b>DEPARTMENT:</b>	School
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Certified
<b>SUPERVISORY DUTIES:</b>	ELL Aides
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides support to the instructional process as a teacher with specific responsibility for supervising students within the classroom and other assigned areas. This includes developing lesson plans and delivering group and/or individual student instruction within established curriculum guidelines, collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues. Additionally, the classroom teacher is to respond to a wide range of inquiries from students' parents or guardians regarding the instructional program and student progress.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Understands, administers and attends trainings on the ELD Methodologies from the OELAS Department at the Arizona Department of Education
- Attends ELD Professional Development Meetings on a regular basis for AZELLA data reflection and to receive SEI training
- Attends training for the AZELLA and assists in administering the AZELLA test
- Understands and administer the curriculum guides of the District as based on state and common core standards
- Develops lesson plans and instructional materials based on district curriculum guides, standards, and expectations; includes emergency plans in the case of absence and/or illness
- Establishes and communicates well-defined objectives for each lesson, including relevant projects and activities
- Translates lesson plans into learning experiences that reflect research-based instructional strategies, including a variety of instructional strategies such as inquiries, group discussion, lecture, discovery, etc. and addresses the individual needs, interests, abilities, and maturity levels of the students
- Communicates and plans with other members of the staff in the delivery of meaningful instruction for shared students who participate in other programs such as special education programs, CTE, ELL, etc.
- Attends staff meetings and district in-service programs (see Policy GCMC)
- Serves on curriculum and other school committees as requested and able
- Is responsible for discharging instructional and non-instructional school-related activities in a thorough and timely manner
- Supervises, evaluates, and provides work assignments to assigned instructional assistants and/or student teachers; works collaboratively with teachers throughout the District; may be responsible for the evaluation and supervision of classified staff
- Acts as a supportive and contributing member of the professional staff by participating in group decision making, and contributing to the development of a positive, cooperative educational environment
- Participates in professional development activities to enhance professional skills and maintain Arizona certification
- Evaluates, provides, and maintains accurate reports and records of individual student progress on a regular basis; this includes accurate attendance records, grade reports, and special program requirements
- Identifies and refers unusual student behavior to the appropriate specialists



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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- Reports any student injury or illness or injury to self on school grounds or at school events to the site nurse and principal
- Enforces and follows the school and district approved discipline plan
- Is responsible for the supervision of students at all times on school grounds or at school events
- Advises administration in accordance with established policies and completes all required forms accurately and in a timely manner
- Accounts and maintains inventory for classroom, school and district property
- Advises administration of needed repairs, replacements and/or unsafe building conditions as soon as they occur
- Reports to work daily at the times assigned and remains on duty through the time prescribed
- Submits and justifies purchasing recommendations to support and enhance the instructional program to the Site Principal or designee
- Communicates with parents through conferences and other means to discuss student educational needs and progress
- Interprets and communicates school policies and programs to students and parents
- Performs those duties on school grounds or at school events which protect the health and safety of students and other employees

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing
- Knowledge of accepted instructional techniques and methods working with children
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to do perform multiple functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Bachelors Degree
- Valid Arizona Teacher certificate with Required Endorsements
- Experience as a teacher
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



## The Humboldt Schools.

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### JOB DESCRIPTION

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While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, stoop, bend and walk. The employee may be required to move twenty pounds and could occasionally lift or move up to forty pounds.

#### **WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>FOOD AND NUTRITION ASSISTANT MANAGER</b>
<b>DEPARTMENT:</b>	Food & Nutrition
<b>REPORTS TO:</b>	School Food and Nutrition Manager
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 5
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides assistance to the site Food and Nutrition Manager to ensure that all goals of the food and nutrition program are met in a safe, healthy and efficient manner, and by recommending policies, procedures and actions pertaining to all food and nutrition activities at assigned site.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists the site Food and Nutrition Manager in creating and maintaining food service operations that enables staff and students to attain the goals and objectives of the Humboldt Unified School District
- Insures all U.S.D.A. requirements and/or district production practices applicable to portion size, planning and preparing of food for the school lunch program are met for every meal served
- Assists in preparation and serving of breakfast and lunch meals as directed by manager
- Utilizes and sanitizes food preparation commercial equipment
- Assists with monthly inventories
- Monitors attendance, training and supervision of student workers
- Assists with production records and with food order sheets
- Helps open the kitchen each day
- Prepare scratch pizza dough daily
- Assist with all catering requests and events
- Tabulates time cards for adult and student workers
- Operates cash registers and assists manager reconcile daily receipts and cash
- Takes responsibility to see that everything runs smoothly when manager is away, including answering questions and monitoring employees
- Shares with the Manager the responsibility for protecting the health and welfare of students
- Assists in the evaluation of staff performance
- Prepares pertinent correspondence to the Manager
- Supports the Manager with administrative functions
- Cross-trains in the duties of the Manager to cover in his/her absence

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing
- Knowledge of data usage, including collection, analysis, interpretation, and reporting
- Knowledge of safe food handling and sanitization standards
- Ability to manage budgets and personnel
- Ability to do perform multiple functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations



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- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School education or equivalent
- Food Handler's Certificate from Yavapai County Health Dept.
- Any equivalent combination of training, education and experience that meets minimum requirements as defined by the Healthy Hunger Free Kids Act of 2010
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move forty pounds and could occasionally lift or move up to fifty pounds.

**WORK ENVIRONMENT:**

Indoor kitchen/cafeteria environment. This position regularly works indoors. The noise level in the work environment is generally moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

***Disclaimer:** The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>FOOD AND NUTRITION CLERK</b>
<b>DEPARTMENT:</b>	Food & Nutrition
<b>REPORTS TO:</b>	School Food and Nutrition Manager
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 4
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

**SUMMARY:** Provides clerical and operational assistance to ensure that all goals and regulations of the food and nutrition program are met in a safe, healthy and efficient manner. Maintains student meal accounts for assigned site in accordance to NSLP and federal guidelines; computes daily deposit and bank slips and updates student meal eligibility on a daily basis.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Helps insure that all U.S.D.A. requirements and/or district production practices applicable to food portion size and planning and preparing of food for the school lunch program are met for every meal served
- Assists in cleaning and sanitizing kitchen and food preparation areas
- Utilizes and sanitizes food preparation commercial equipment
- Assists with storing delivered products and performing monthly inventory accounting
- Assist with monitoring and training student workers
- Assists with production records as required
- Assists supervisor in promoting the lunch and/or breakfast program
- Maintains proper temperature logs according to HACCP guidelines
- Assists supervisor in ordering of food and supplies to maintain adequate inventory levels Assist in food preparation
- Identifies reimbursable meals in compliance with USDA and state regulations

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing
- Knowledge of safe food handling and sanitization standards
- Ability to do perform multiple functions simultaneously
- Ability to do mathematical computation
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response
- Accurately handle cash and checks
- Communicate with parents and direct student guidance

**QUALIFICATIONS & REQUIREMENTS:**



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**JOB DESCRIPTION**

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**Education & Experience:**

- High School education or equivalent
- Food Handler's Certificate from Yavapai County Health Dept.
- Any equivalent combination of training, education and experience that meets minimum requirements as defined by the Healthy Hunger Free Kids Act of 2010
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to stand, bend, stoop and walk. The employee may be required to move forty pounds and could occasionally lift or move up to fifty pounds.

**WORK ENVIRONMENT:**

Indoor kitchen/cafeteria environment. This position regularly works indoors. The noise level in the work environment is generally moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*





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**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>FOOD &amp; NUTRITION CLERK COORDINATOR</b>
<b>DEPARTMENT:</b>	Food & Nutrition
<b>REPORTS TO:</b>	Director of Food and Nutrition
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 7
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

**SUMMARY:** Performs administrative functions in support of the District's participation with the National School Lunch Program (NSLP). Serves as an information resource regarding NSLP's policies and practices.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Processes new meal applications for determination of free or reduced eligibility in the NSLP
- Notifies schools, on a daily basis, of any changes to the student eligibility roster and sends out new rosters monthly
- Maintains student meal accounts for assigned site in accordance to NSLP and federal guidelines; computes daily deposit and bank slips and updates student meal eligibility on a daily basis; verifies and maintain files on student eligibility for the NSLP; conducts income verification on selected households as required by the NSLP
- Conducts Direct Certification and Direct Verification as required by program regulations
- Trains staff at all locations on proper breakfast and lunch operations
- Maintains up-to-date files of all lunch applications and rosters for the District
- Receives and uploads weekly and monthly data from all schools pertaining to meal counts and daily deposits
- Audits site rosters for accurate meal designations in accordance to NSLP guidelines
- Maintains current records for enrolled students, making corrections for new, withdrawn and transferred students
- Runs monthly operation summary reports from each site for the reimbursement claim and bank reconciliation. Verifies that site deposit slips match bank receipts and notify sites of any bank correction notices to their deposits. Assists with monthly bank reconciliations
- Trains staff on reimbursable meal requirements, student account maintenance, cash handling procedures and application processing
- Updates and assists with the technical operations of the meal program at each site. Substitutes and clerks when needed
- Enters the site inventory reports and run monthly reports for the director
- Monitors NSF checks, notify lunch clerks and follow up on collection
- Checks time cards and labor reports for accuracy
- Answers parent inquiries regarding children's lunch accounts and meal eligibility

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing
- Knowledge of NSLP regulations and procedures
- Ability to learn and use Point of Sale and back office manager software
- Ability to do perform multiple functions simultaneously
- Ability to do mathematical computations
- Ability to maintain confidentiality



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**JOB DESCRIPTION**

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- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School education or equivalent
- Food Handler's Certificate from Yavapai County Health Dept.
- National School Lunch Program training from the Arizona Dept. of Education
- HACCP Certification
- Any equivalent combination of training, education and experience that meets minimum requirements as defined by the Healthy Hunger Free Kids Act of 2010
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated advanced proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move ten pounds and could occasionally lift or move up to forty pounds.

**WORK ENVIRONMENT:**

Indoor office and kitchen/cafeteria environment. This position regularly works indoors. The noise level in the work environment is moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>FOOD &amp; NUTRITION COOK</b>
<b>DEPARTMENT:</b>	Food & Nutrition
<b>REPORTS TO:</b>	School Food and Nutrition Manager
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 4
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

**SUMMARY:** Prepares meals for students and staff at assigned site in accordance with approved production, nutritional, sanitation and safety practices to ensure that the goals of the District's food and nutrition programs are met in a healthy and efficient manner.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Insures that all U.S.D.A. requirements and/or district production practices applicable to portion size, planning, and preparing of food for the school lunch program are met for every meal served
- Prepares all daily specials, breakfast, and lunch menu items according to production procedures
- Keeps kitchen clean and sanitized per established policies and health law requirements
- Utilizes and sanitizes all cooking and food production equipment
- Assists in handling food and supply deliveries and performing monthly inventory accounting
- Assists with the training and supervision of student workers and new employees
- Completes production records as assigned
- Assists supervisor in merchandising the lunch and/or breakfast programs
- Maintains proper temperature logs according to HACCP guidelines
- Assists the site supervisor in ordering food and supplies to meet the needs of daily kitchen operations
- Completes food order sheets as assigned
- Handles necessary decisions and managerial duties in the absence of supervision
- Prepare meals for special groups as assigned such as catering, head start and cadets
- Prepare and serve meals to students and staff
- Identifies reimbursable meals in compliance with USDA and state regulations

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing
- Knowledge of safe food handling and sanitization standards
- Ability to do perform multiple functions simultaneously
- Ability to do mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School education or equivalent



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**JOB DESCRIPTION**

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- Food Handler's Certificate from Yavapai County Health Dept.
- Any equivalent combination of training, education and experience that meets minimum requirements as defined by the Healthy Hunger Free Kids Act of 2010
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move forty pounds and could occasionally lift or move up to fifty pounds.

**WORK ENVIRONMENT:**

Indoor kitchen/cafeteria environment. This position regularly works indoors. The noise level in the work environment is generally moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>FOOD &amp; NUTRITION DRIVER / PREVENTATIVE MAINTENANCE TECHNICIAN</b>
<b>DEPARTMENT:</b>	Food & Nutrition
<b>REPORTS TO:</b>	Director of Food and Nutrition
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 7
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Delivers and maintains inventory of U.S.D.A. foods to district schools. Performs comprehensive preventive maintenance of all food service equipment to ensure that district food needs are met at all site locations per state and county health and safety standards and established district procedures.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Conducts a daily pre-trip safety inspection of the department delivery vehicle; outside inspection to include tires, wheels, fluid leaks/levels, windshield, mirrors, warning system and exhaust system; inside inspection to include cleanliness, instruments and controls, gauges, warning lights emergency equipment
- Reports all defects or non-operational findings; keeps it clean and fueled
- Operates food warehouse forklift
- Receives and verifies delivery of USDA foods at the storage facility
- Rotates stock using the FIFO procedure
- Performs monthly inventory of USDA foods; Verifies stock numbers with the Food and Nutrition office; uses established reporting method (Excel worksheet)
- Is responsible for the sanitary and organized care of USDA foods in dry storage and freezer units per established regulations and protocols
- Provides year round delivery of USDA foods to district sites per established schedule including during summer sessions
- Delivers other food and non-food
- Performs preventative maintenance on kitchen equipment as necessary including but not limited to: de-scaling, changing filters, cleaning compressors and condensers, sanitizing ice machines, and cleaning hood systems
- Installs new kitchen and food service equipment as able and removes old equipment no longer needed; seeks other maintenance personnel as needed to assist
- Performs minor repairs of kitchen equipment; evaluates and estimates costs of materials in relation to each specific jobs
- Verifies completion of projects by those hired from outside of the District (contractors and vendors)
- Interfaces often and effectively with other departments, school personnel and maintenance staff
- Communicates with the Director of Maintenance and/or his/her designee in regards to appropriate repair or replacement options; reports findings to the Food and Nutrition Director
- Provides Food and Nutrition staff with training on maintenance procedures as necessary
- Monitors and tracks work order progress using the School Dude system
- Maintains daily mileage logs
- Obeys all traffic laws and observes all mandatory safety regulations



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**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate a standard or automatic transmission motor vehicle and foot controls with two feet simultaneously
- Ability to interpret diagrams and schematics from equipment parts manuals
- Ability to perform mechanical repairs using maintenance related tools and equipment.
- Ability to use two-way communication equipment
- Ability to communicate effectively verbally and in writing
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response.
- Required to work during non-scheduled hours in the event of equipment failure

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent; 2 years driving experience
- Valid AZ Driver's License
- Yavapai County Food Handlers Certificate
- Fork Lift Certified
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

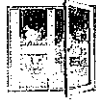
**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, walk, push, pull and operate hand and foot controls simultaneously. The employee would be required to lift up to 50 pounds safely.

**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures; exposure in -10 degree freezer daily. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>FOOD &amp; NUTRITION MANAGER-HIGH SCHOOL</b>
<b>DEPARTMENT:</b>	Food & Nutrition
<b>REPORTS TO:</b>	Director of Food and Nutrition
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 8
<b>SUPERVISORY DUTIES:</b>	School Food and Nutrition Staff
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Manages the school cafeteria and kitchen operation at assigned site, performing functions in support of the District's participation with the National School Lunch Program (NSLP), School Breakfast Program and with HACCP regulations. Serves as an information resource regarding Food and Nutrition policies and practices.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Opens and closes assigned school kitchen on each school day
- Provides supervision for adults and credited student staff, as well as to non-paid student workers
- Operates commercial food service equipment in a safe and sanitary manner
- Prepares menu items with efficiency and maintains highest possible quality per district goals
- Maintains an adequate supply of food and supplies to meet the daily needs of the kitchen and the cafeteria
- Works closely with the food and nutrition director in procuring necessary food and supplies, and assists with menu planning
- Assists assigned staff in all areas, when needed, to ensure efficient operations
- Trains adult and student staff members to be service orientated to provide the best possible service and product
- Maintains the highest possible safety and sanitation practices within all kitchen activities according to the HACCP guidelines; maintains temperature logs for all phases of food handling from receiving to storing to disposing of leftovers
- Supervises the maintenance and cleanliness of the kitchen area from daily sweeping and mopping of kitchen floors daily to the heavy duty cleaning of equipment and vent hoods
- Processes daily paperwork and cash receipts; maintains proper control of all cash receipts and processes all receipts according to district procedures
- Operates sales terminals and print reports, monitors labor hours and supervises the completion of accurate time cards
- Completes daily and monthly reports and submits them to the Food and Nutrition office,
- Suggests menu changes if food costs become excessive, and completes monthly inventory of frozen, dry, commodity and non-food products
- Develops promotions for, and merchandising of, the meal program, and pursues other activities necessary for an efficient and high quality operation of the kitchen in an effort to enhance the program on an ongoing basis
- Attends monthly manager's meetings, selects and trains adult and student staff and volunteers staff, organizes schedules, oversees quality of work, and provides regular input for district employee evaluations for the staff;
- Ensures that injury reports are completed correctly and forwarded to the district office and the Food and Nutrition office when/if an injury occurs; makes every effort to keep the workplace injury free by enforcing safety rules and procedures and by providing ongoing safety training
- Attend site level administration meetings
- Prepare meals for special groups as assigned such as catering, head start and cadets
- Prepare and serve meals to students and staff
- Identifies reimbursable meals in compliance with USDA and state regulations



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**JOB DESCRIPTION**

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- Ensure accuracy of all production records and time sheets
- Ensure efficiency of food orders and inventory
- Continues professional development by attending various related training programs and conferring with other experts in the field

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing
- Knowledge of safe food handling procedures and regulations
- Knowledge of NSLP regulations and procedures
- Ability to manage budgets and personnel
- Ability to learn and use "Meal Time" software and nutritional analysis software
- Ability to do perform multiple functions simultaneously
- Ability to do mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response.
- Ability to adjust schedule daily based on the needs of the school

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School education or equivalent
- Previous experience in commercial food operation management
- Current Managers Certificate approved by Yavapai County
- Food Handler's Certificate from Yavapai County Health Dept.
- National School Lunch Program training from the Arizona Dept. of Education
- HACCP Certification
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance
- Blood Borne Pathogen education

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move forty pounds and could occasionally lift or move up to fifty pounds.





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## **JOB DESCRIPTION**

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### **WORK ENVIRONMENT:**

Indoor office and kitchen/cafeteria environment. This position regularly works indoors. The noise level in the work environment is moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>FOOD &amp; NUTRITION MANAGER (K-8)</b>
<b>DEPARTMENT:</b>	Food & Nutrition
<b>REPORTS TO:</b>	Director of Food and Nutrition
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 7
<b>SUPERVISORY DUTIES:</b>	School Food and Nutrition Staff
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Manages the school cafeteria and kitchen operation at assigned site, performing functions in support of the District's participation with the National School Lunch Program (NSLP), School Breakfast Program and After School Snack Program and with HACCP regulations. Serves as an information resource regarding Food and Nutrition policies and practices.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Opens and closes assigned school kitchen on each school day
- Provides supervision to adults and student staff, as well as to non-paid student workers
- Operates commercial food service equipment in a safe and sanitary manner
- Prepares menu items with efficiency and maintains highest possible quality per district goals
- Maintains an adequate supply of food and supplies to meet the daily needs of the kitchen and the cafeteria
- Works closely with the food and nutrition director in procuring necessary food and supplies, and assists with menu planning
- Assists assigned staff in all areas, when needed, to ensure efficient operations
- Trains adult and student staff members to be service orientated to provide the best possible service and product
- Maintains the highest possible safety and sanitation practices within all kitchen activities according to the HACCP guidelines; maintains temperature logs for all phases of food handling from receiving to storing to disposing of leftovers
- Supervises the maintenance and cleanliness of the kitchen area from daily sweeping and mopping of kitchen floors daily to the heavy duty cleaning of equipment and vent hoods
- Processes daily paperwork and cash receipts; maintains proper control of all cash receipts and processes all receipts according to district procedures
- Operates sales terminals and print reports, monitors labor hours and supervises the completion of accurate time cards
- Completes daily and monthly reports and submits them to the Food and Nutrition office,
- Suggests menu changes if food costs become excessive, and completes monthly inventory of frozen, dry, commodity and non-food products
- Develops promotions for, and merchandising of, the meal program, and pursues other activities necessary for an efficient and high quality operation of the kitchen in an effort to enhance the program on an ongoing basis
- Attends monthly manager's meetings, selects and trains adult and student staff and volunteers staff, organizes schedules, oversees quality of work, and provides regular input for district employee evaluations for the staff
- Ensures that injury reports are completed correctly and forwarded to the district office and the Food and Nutrition office when/if an injury occurs; makes every effort to keep the workplace injury free by enforcing safety rules and procedures and by providing ongoing safety training
- Follows established policies to ensure that all staff maintains good personal hygiene and dresses suitably for a commercial food preparation operation



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**JOB DESCRIPTION**

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- Prepare meals for special groups as assigned such as catering, head start and cadets
- Prepare and serve meals to students and staff
- Identifies reimbursable meals in compliance with USDA and state regulations
- Process food orders and inventory
- Continues professional development by attending various related training programs and conferring with other experts in the field

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing
- Knowledge of safe food handling procedures and regulations
- Knowledge of NSLP regulations and procedures
- Ability to manage budgets and personnel
- Ability to learn and use "Meal Time" software and nutritional analysis software
- Ability to do perform multiple functions simultaneously
- Ability to do mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response
- Ability to work with school nurse and district nutritionist to ensure food safety for students with food allergies and/or special needs

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School education or equivalent Previous experience in commercial food operation management
- Current Managers Certificate approved by Yavapai County
- Food Handler's Certificate from Yavapai County Health Dept.
- National School Lunch Program training from the Arizona Dept. of Education
- HACCP Certification
- Any equivalent combination of training, education and experience that meets minimum requirements as defined by the Healthy Hunger Free Kids Act of 2010
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move forty pounds and could occasionally lift or move up to fifty pounds.



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**JOB DESCRIPTION**

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**WORK ENVIRONMENT:**

Indoor office and kitchen/cafeteria environment. This position regularly works indoors. The noise level in the work environment is moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>FOOD &amp; NUTRITION NUTRITIONIST</b>
<b>DEPARTMENT:</b>	Food and Nutrition
<b>REPORTS TO:</b>	Director of Food and Nutrition
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Classified
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Assists the Director of Food & Nutrition with district-wide responsibilities for the National School Lunch Program (NSLP), School Breakfast Program and After School Snack Program by ensuring compliance with federal/state laws and providing assistance to the managers and employees of the District's cafeterias. This person is responsible for coordinating nutrition education programs and assists in maintaining a cost control program. Also assists with food safety/sanitation training of food & nutrition employees and nutrition education training for District staff. Serves as an information resource regarding Food and Nutrition policies and practices.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Plans menus for all district food venues in accordance with NSLP guidelines
- Plans menus in compliance with USDA regulations while considering student preference, seasonal availability of foods and economic principles
- Establishes food portions to insure uniformity of servings and conformity with applicable regulations
- Prepares nutritional analysis of breakfast, lunch, and after school snack menus, as well as all a la carte items served to assure compliance with all federal and state standards
- Maintains detailed record of all food and beverage labels used for the program
- Assists students and parents with special nutritional requirements on a case by case basis
- Acts as a resource for district nurses and teachers regarding nutrition education
- Identifies potential grants and submit proposals
- Provides in-service training for staff on nutrition, changes in health issues, and foods
- Facilitates the School Health Advisory Council and reports to the Governing Board at least annually
- Assists with reviews at all district food service sites to assure compliance with federal, state and county regulations ensuring that all records are being kept properly such as production records, edit checks, temperature logs, nutrition labels and free and reduced rosters
- Helps train food preparation and service staff on safety and sanitation practices within kitchen and food handling environments
- Assists the Director with developing promotions for, and merchandising of, the food program, and pursues other activities necessary for an efficient and high quality operation of the food and nutrition program in an effort to enhance the program on an ongoing basis
- Attends monthly manager's meetings, selects and trains adult and student staff and volunteers staff
- Continues professional development by attending various related training programs and conferring with other experts in the field
- Assists Director with review of food orders to ensure quality and cost control
- Update school website with current menus, events and information

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing.
- Knowledge of safe food handling procedures and regulations.
- Knowledge of NSLP regulations and procedures.



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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- Knowledge of nutritional analysis software programs
- Ability to do perform multiple functions simultaneously
- Ability to do mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Associates or Bachelors degree in Nutrition or related field with preference for a registered dietician (RD), dietetic technician registered (DTR) and/or school nutrition specialist (SNS)
- National School Lunch Program training from the Arizona Dept. of Education
- AZ Drivers License
- Any equivalent combination of training, education and experience that meets minimum requirements as required according to the Healthy Hunger Free Kids Act of 2010
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated advanced proficiency in computer programs such as Microsoft Excel, Word, Publisher and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move ten pounds and could occasionally lift or move up to fifty pounds.

**WORK ENVIRONMENT:**

Indoor office and kitchen/cafeteria environments. This position regularly works indoors. The noise level in the work environment is moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

**JOB TITLE:** FOOD & NUTRITION WORKER  
**DEPARTMENT:** Food & Nutrition  
**REPORTS TO:** Director of Food & Nutrition  
**FLSA STATUS/CLASSIFICATION:** Non-Exempt; Class 4  
**SUPERVISORY DUTIES:** None  
**APPROVED ON:** xx/xx/2014

**SUMMARY:** Provides assistance to students and staff at assigned lunchroom/cafeteria to help ensure that all regulations and goals of the food and nutrition program are met in a safe, healthy and efficient manner.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Insures all U.S.D.A. requirements and/or district production practices applicable to portion size, planning and preparing food for the school lunch program are met for every meal served
- Assists in the operation of the school cafeteria by seating students and monitoring their behavior while in the lunchroom
- Prepare and serve meals to students and staff
- Wipes and cleans all cafeteria tables
- Assists in preparation and serving of breakfast & lunch meals as directed by manager
- Utilizes & sanitizes commercial equipment; assists in cleaning food service or preparation areas set ups & breaks down different food bars
- Assists in putting away deliveries
- Assists with inventory as needed
- Helps with the training & supervision of student workers
- Assists with production records
- Assists with food order sheets
- Maintains proper temperature logs as mandated by HACCP guidelines
- Establishes and maintains positive communications with site staff and students
- Assists supervisor in promoting the lunch and/or breakfast program
- Identifies reimbursable meals in compliance with USDA and state regulations
- Able to operate a point of sale terminal during meal service

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing
- Knowledge of safe food handling and sanitization standards
- Ability to do perform multiple functions simultaneously
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, local regulations and district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

---

**Education & Experience:**

- High School education or equivalent
- Food Handlers Certificate from Yavapai County Health Department
- Any equivalent combination of training, education and experience that meets minimum requirements as defined by the Healthy Hunger Free Kids Act of 2010
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** none

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move forty pounds and could occasionally lift or move up to fifty pounds.

**WORK ENVIRONMENT:**

Indoor cafeteria environment. This position regularly works indoors. The noise level in the work environment is generally moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>FACILITIES COORDINATOR</b>
<b>DEPARTMENT:</b>	Finance Department
<b>REPORTS TO:</b>	Director of Finance
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 15
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Supports the District's asset management program, including performing inventories and database capital requests management. Performs the of utility bills, energy output and conservation efforts. Serves as District liaison for facility rentals and insurance claims.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Advises, collaborates and interprets Asset Management policies and procedures, and other information, to District administrators and other staff
- Schedule, coordinate and conduct physical inventories
- Responsible for tracking the necessary documents for transfer or disposal of new or used equipment
- Assist in the organization of surplus furniture for redistribution
- Develops and manages annual utility budget (electricity, natural gas, water, and refuse)
- Collaborates with other District Departments to plan, organize, coordinate and direct comprehensive energy management program to reduce utility usage
- Conduct periodic facilities inspections to monitor conservation measures
- Maintain utility consumption records for all District facilities. Compile, review and analyze utility data. Regularly disseminates utility saving reports and conservation strategies to administrators, employees, students, parents, and the public
- Apply for outside matching funds for related energy projects
- Act as liaison between insurance carrier and District; scheduling annual inspections as needed
- Coordinate with Finance Department on all insurance claims affecting District sites.
- Maintains tracking of all capital request and maintains data base for long-range capital replacement.
- Assist maintenance department with maintenance requests, utilizing district software
- Prepare and submit annual building and maintenance reports to the Arizona School Facilities Board
- Assist maintenance department with developing and managing the annual budget for maintenance and operation and capital expenditures
- Assist schools with facilities scheduling software to communicate availability and avoid scheduling conflict with district operations; ensuring compliance with insurance requirements
- Manages district office equipment agreements; scheduling maintenance, repair and training
- Perform vendor audits requiring eVerify according to procurement policy
- Manages records retention at District warehouse

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision



**The Humboldt Schools.**  
*Motivating achievement, since 1906.*

**JOB DESCRIPTION**

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- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- BA in related field preferred
- 3 years of field related experience and/or education from which comparable knowledge, skills and abilities have been achieved, or AA in related field
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook, Access and job specific computer programs

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move twenty pounds and could occasionally lift or move up to forty pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>FAMILY RESOURCE SPECIALIST</b>
<b>DEPARTMENT:</b>	<b>Federal Programs and School Improvement</b>
<b>REPORTS TO:</b>	Director of Federal Programs and School Improvement
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 11
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Serves as the District's Homeless Liaison as required and mandated by the McKinney-Vento Act. Makes determinations of homeless students as defined by the McKinney-Vento Act. Administers the District's Family Resource program, assisting students and families within the district by providing to them a number of community and school resources to meet their various needs.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Accepts referrals from the H.U.S.D. staff, community agencies and self-referrals and initiates follow-up contact as a result
- Serves as a liaison between families and district schools
- Attends conferences and I.E.P. meetings
- Serves as a community resource
- Coordinates back to school and holiday assistance programs district wide
- Serves as community contact and coordinator for assistance programs (i.e. Shriner's event). Serves as a liaison between H.U.S.D. and multiple community agencies
- Serves on various community committees, as well as District committees
- Works closely in collaboration with site level administrators and district level administrators
- Stays informed of developments in the profession by attending professional meetings, reading professional journals and communicating with experts in the field
- Maintains Clothing Bank for needy/homeless families in the area. Throughout the year, solicits, accepts, sorts, and distributes donations for school supplies, new and used clothing, and basic personal hygiene items.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment.
- Knowledge of available county community services.
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting.
- Ability to communicate effectively verbally and in writing.
- Ability to perform mathematical computations.
- Ability to maintain confidentiality.
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.

**QUALIFICATIONS & REQUIREMENTS:**



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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**Education & Experience:**

- High school degree or equivalent
- Previous community service experience
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook, Access and job specific computer programs.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>GEAR UP COORDINATOR</b>
<b>DEPARTMENT:</b>	Federal Programs and School Improvement
<b>REPORTS TO:</b>	Director of Federal Programs and School Improvement
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Class
<b>SUPERVISORY DUTIES:</b>	GEAR UP Secretary
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** In conjunction with NAU/GEAR UP administrators, and the School GEAR UP Site Team, the GEAR UP Coordinator works to ensure that the terms specified in the subcontract between NAU and the school district are met. As an advocate for GEAR UP students, the GEAR UP Coordinator is a leader whose primary job is to promote students' successful academic performance and preparation for each educational transition.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Monitor GEAR UP student grades, attendance and transcripts to promote on-time promotion and graduation and completion of appropriate rigorous coursework
- Meet with students to facilitate Postsecondary Educational Planning Sessions (PEPS) annually, according to AZ GEARUP Minimum Standards
- Coordinate school mentoring / tutoring initiatives for GEAR UP students
- Provide grade level appropriate information about career and college options, preparation, and financial support opportunities to GEAR UP students
- Provide GEAR UP parents with advice and information on college planning and financial aid resources, including FAFSA, college and scholarship applications
- Outreach to GEAR UP students who have withdrawn with a status of "dropout" or "unknown"
- Ability to navigate HAIKU for communication with other coordinators in the cohort throughout the state
- Assist in staff professional development to ensure they have the training to meet the rigorous curriculum requirements and new technologies
- Create age appropriate field experiences for students ensuring that all students get to at least one university campus visit and serve as member of local GEAR UP Site Team
- Create academically appropriate remedial and enrichment classes during breaks
- Provide parent training in the area of post-secondary options and include these options in regular written communications
- Facilitate EXPLORE, PLAN and ACT registration and preparation for GEAR UP students and present to staff and parents the results of these assessments and their interpretations
- Recognize and celebrate student success
- Monitor the success of the project, including levels of participation, quality of activities, and impact in terms of student achievement, attendance, educational expectations, and behaviors
- Maintain accurate and complete records of student data and participation in GEAR UP activities, and submit on a timely basis to NAU; Provide records or written reports as required by NAU for grant compliance
- Leverage community resources, solicit in-kind contributions of goods and services from external sources, and maintain proper records for all expenditures
- Periodic travel to Phoenix for Team Meetings and out-of-state travel to annual conference, required.
- Utilize HAIKU for communication with other coordinators in the cohort across the state
- Assist in staff professional development ensuring training that meets the rigorous curriculum requirements and new technologies
- Create age appropriate field experiences for students ensuring that all students get to at least one university campus visit



**The Humboldt Schools.**  
*Motivating achievement since 1906.*

**JOB DESCRIPTION**

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- Create academic appropriate remedial and enrichment classes during scheduled school breaks
- Present to staff and parents the results of EXPLORE, PLAN and ACT test results
- Provide parental training

**KNOWLEDGE, SKILLS & ABILITIES:**

- At least one year of experience working with middle school or high school students
- Successful experience in student support role(s)
- Knowledge of secondary education requirements
- Knowledge of postsecondary education options, application procedures and admission requirements
- Knowledge of financial aid and scholarship opportunities and application processes
- Strong ability to communicate with students, parents and school staff verbally and in writing
- Excellent program coordination skills, including demonstrated record of completing tasks on time and within budget

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Bachelor's Degree or higher in counseling, social work, child development, education or related field
- At least three year of experience working with middle school or high school students
- Experience with various modern office equipment and systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance
- Bilingual/Bicultural (Spanish) may apply in some districts

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook and job specific software programs.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>GEAR UP SECRETARY</b>
<b>DEPARTMENT:</b>	Federal Programs and School Improvement
<b>REPORTS TO:</b>	Gear Up Coordinators
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 7
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides administrative support for the GEAR UP Coordinator(s) hired by the school district to manage the implementation of core interventions and services for students and their families as outlined in annual school-specific GEAR UP work plans and budgets. GEAR UP stands for Gaining Early Awareness and Readiness for Undergraduate Programs and is a federally funded partnership between Northern Arizona University and Humboldt Unified School District.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Inputs all PEPS in the new Scribe System
- Prepares purchase orders and purchase requisitions including inputting and coding of all orders into the 'Visions' system; processes purchase orders to be paid upon receipt of items and follows up as needed; works closely with the procurement office for the expedient processing and payment for program purchases
- Assembles and or/compiles a variety of data from GEAR UP Coordinators for entry into a database, or for submission to NAU for entry
- As directed, distributes or mails GEAR UP Newsletters and other information to GEAR UP families
- Prepares work orders, supply requisitions, requests for special data or similar actions within established limits and procedures; obtains appropriate signatures.
- Maintains and updates the Gear UP webpage presence
- Sends daily reports to program coordinators of incoming and departing students using 'SchoolMaster'
- Keeps records of meeting minutes as requested
- Processes the weekly packages required by NAU in compliance with grant requirements
- Oversees small study groups when coordinators are not available
- Creates a Daily Duties "How to" manual for the purposes of possible future transition
- Prepares all memos, letters, correspondence and other documents as required for parents, students, teachers, staff or the District Office
- Orders GEAR UP supplies and maintains the budget pertaining to the GEAR UP grant, including calling some vendors for prices, and follows-up on orders that have not arrived by the specified time
- Maintains spreadsheets on all grant activities for review by the project director
- Maintains the program coordinator's schedule and appointments on the computerized calendar, using available scheduling features to conduct busy searches and to streamline the meeting and scheduling process
- Arranges and coordinates meetings, events, and catering for scheduled meetings and workshops
- Assists the program coordinator with budget requests and maintains accounting of budget funds, and requests budget transfers when appropriate
- Prepares travel expense vouchers, purchase orders, RFPs, contracts, and other related documents
- Prepares draft correspondences and reports for the program coordinators
- Maintains all office filing systems, including electronic and paper files, pertinent telephone numbers, and addresses
- Performs administrative tasks such as copying, word processing, telephone duties including conference calls, faxing, use of scanning equipment, and other technologies
- Follows State Laws and District policies regarding retention of program files



**The Humboldt Schools.**  
*Motivating achievement since 1906.*

**JOB DESCRIPTION**

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- Periodic travel to Phoenix for Team Meetings and out-of-state travel to annual conference, required.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment.
- Ability to communicate effectively verbally and in writing.
- Ability to do perform multiple clerical functions simultaneously.
- Ability to do detailed mathematical computations.
- Ability to maintain confidentiality.
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 1 year previous office administrative experience
- Experience with various modern office equipment and systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook and job specific software programs.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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The Humboldt Schools.  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>GROUNDSKEEPER</b>
<b>DEPARTMENT:</b>	Maintenance
<b>REPORTS TO:</b>	Director of Maintenance
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 4
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Performs grounds keeping and maintenance services to outdoor grounds and athletic fields at district facilities to ensure a clean, attractive and safe environment for students and staff.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Attends to regular schedule of grass mowing, edging and weed control
- Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs
- Sprays lawn, shrubs, and trees with fertilizer
- Further monitors and maintains grounds and fields by raking, thatching, aerating, grading, etc.
- Rakes and bags leaves, cleans grounds and removes litter
- Plants grass, flowers, trees, and shrubs
- Waters lawn and shrubs; maintains sprinklers, irrigation and water systems
- Repairs fences, gates, walls, and walks
- Cleans out drainage ditches and culverts
- Sharpens tools such as weed cutters, edging tools, and shears.
- Makes minor repairs on equipment such as lawn mower, spreader, and like equipment.
- Operate light motorized equipment (tractor, mower, trimmers, etc)
- Work with campus maintenance to assist with snow removal as needed
- Paints athletic fields and courts for events

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate mechanized garden equipment
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 1 year previous grounds keeping experience
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance



**The Humboldt Schools.**  
*Motivating achievement since 1906.*

**JOB DESCRIPTION**

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**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, climb, kneel, twist, bend, stoop, stand, walk and operate mechanical controls. The employee may be required to move twenty pounds and could occasionally lift or move up to fifty pounds.

**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>HIGH SCHOOL GUIDANCE COUNSELOR</b>
<b>DEPARTMENT:</b>	High School
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Cert
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Addresses all student academic, personal, social and career development needs by designing, implementing, evaluating and enhancing a comprehensive school counseling program that promotes and enhances student success.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

**Academic Development:**

- Provide developmental guidance to students through classrooms and large groups
- Assist in orientation of students new to the school
- Encourage attendance and academic improvement
- Provide guidance for transition from one educational level to the next
- Provide understanding of high school graduation requirements and review student progress through credit checks
- Facilitate and prepare students for State and National testing programs
- Assist students with course selection
- Conduct and facilitate conferences with teachers, students, and parents
- Provide guidance programs to students and staff

**Career Development:**

- Facilitate the integration of the guidance curriculum into the educational curriculum through an individual and/or team approach
- Facilitate career exploration activities, materials and/or resources to students and teachers.
  - Students learn to:
    - a. Match career goals with skills, values, interests and personality
    - b. Demonstrate skills in preparing a resume, completing a job application, preparing for job interviews, and obtaining letters of recommendation
    - c. Apply for financial aid which includes scholarships
    - d. Complete entrance exams for post-secondary education
    - e. Interpret test results on such tests as the PSAT, ASVAB, SAT and ACT

**Personal/Social Development:**

- Help students enhance their respect for self and others, their problem solving, decision making and effective communication skills, as well as other school-identified objectives
- Facilitate activities that enhance school climate, including promoting acceptance of diverse cultural backgrounds
- Provide individual and small group advising
- Provide follow-up referrals
- Assist in the identification and placement of special population students



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**JOB DESCRIPTION**

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- Conduct or provide referrals for parent education programs
- Develop and maintain relations with local counseling organizations and other related agencies

**Fulfill Professional Responsibilities:**

- Maintain records consistent with ethical and legal guidelines
- Assist the school and district-based crisis team
- Develop, maintain and promote cooperative, respectful relationships with students, parents and staff
- Assist administration in class balancing and scheduling as needed
- Coordinate guidance program within the schools and the district

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office and computer equipment
- Ability to communicate effectively verbally and in writing with children and adults
- Skills in working effectively with students and families from diverse cultural backgrounds
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situation
- Ability to work cooperatively and courteously with staff, students, parents and community business members
- Ability to work independently and to maintain confidentiality
- Perform all duties in accordance with Federal and State laws, district procedures and Board policies

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Minimum: Master's degree in school counseling
- At least three years of teaching experience or previous counseling experience under supervised conditions preferred
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty pounds.

**WORK ENVIRONMENT:**

Indoor school environment. This position regularly works indoors. The noise level in the work environment is quiet to moderate and may become excessively noisy at times. Will have contact with students, staff, external agencies and the public.



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## **JOB DESCRIPTION**

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>IEP PROGRAM FACILITATOR</b>
<b>DEPARTMENT:</b>	Special Services
<b>REPORTS TO:</b>	Director of Special Services
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Certified
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Acts as the administrative designee for the Special Services Director to assist Special Services staff per established departmental and district policies, and state and federal requirements.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Monitors accuracy and compliance of Special Service students' paperwork
- Ensures the eligibility and placement of students in special education programs
- Evaluates the effectiveness of IEPs through classroom observation and conferencing as requested by site administrators, parents, and teachers
- Assists with Special Education and related issues, in-services, and other related meetings for staff
- Functions in a second level ombudsperson position in reviewing placement or parental concerns regarding Special Education services
- Assists in investigating concerns by parents, staff, social services, federal and state agencies, and the community
- During IEP meetings, counsels parents on their responsibilities and obligations; coordinates mutually acceptable solutions and monitors outcomes
- Collaborates with the IEP team to develop IEP for each Special Education Program student
- Train Alternative Assessment staff and oversee materials and assessment completion
- Serves as SPED transportation monitor
- Case manages all students in Residential Treatment Centers (RTCs) or private day schools
- Steps in as case manager when/if there are mid-year vacancies
- Facilitates new student special education file transfers
- Supports and trains staff with the IEP online program
- Works closely in collaboration with site level administrators and district level administrators
- Serves on district and community committees
- Stays informed of developments in the profession by attending professional meetings, reading professional journals and communicating with experts in the field

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Bachelors degree in Special Education or related field preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook and Access.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>INDIVIDUAL LANGUAGE LEARNER PROGRAM (ILLP) COORDINATOR</b>
<b>DEPARTMENT:</b>	Federal Programs and School Improvement
<b>REPORTS TO:</b>	Director of Federal Programs and School Improvement
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Cert
<b>SUPERVISORY DUTIES:</b>	ILLP Teachers, ILLP Itinerant Teacher
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Coordinates the Individual Language Learner Plans in the ELD program and supports its efforts to ensure language acquisition and academic progress among English Language Learners on ILLPs. This includes the responsibility in supervision and alignment of the District's ELD program in accordance with state and federal requirements.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Guides teachers in the ILLP process of writing and administering ILLP goals
- Responsible for tracking, maintaining and updating all ILLP paperwork in compliance with the state department
- Compiles and tracks all current ILLP students
- Attends trainings on the ELD Methodologies from the OELAS Department /Arizona Department of Education
- Attends ELD Professional Development Meetings
- Understands the ELL curriculum and ELP standards
- Attends training for the AZELLA and assists in administering the AZELLA test when needed
- Travels to school sites based upon the ELL population and needs
- Communicates with ILLP teachers quarterly to review ILLP goals and progress reports
- Provides State mandated guides and expectations to ILLP teachers.
- Provides ILLP teachers with ELL binders and updates instructional materials based on state curriculum, standards, and expectations.
- Implements, monitors and revises ILLP/ELL program to remain compliant with Arizona State laws, ELL program requirements, and Arizona ELP Standards
- Maintains and monitors teacher material inventory
- Prepares for ADE Monitoring Cycles
- Oversees the maintenance of all ELL files to ensure total compliance in the record-keeping area.
- Updates and disseminates ILLP binders with standards, SEI strategies and methodologies for use by ILLP teachers
- Meets on-site with ILLP teachers in the fall to instruct on ILLP guidelines
- Tracks quarterly progress reports on each ILLP student
- Tracks quarterly progress reports and goal updates on ILLP students

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing
- Knowledge of accepted instructional techniques and methods working with children
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to do perform multiple functions simultaneously
- Ability to do detailed mathematical computations





**The Humboldt Schools.**  
*Motivating achievement since 1906.*

**JOB DESCRIPTION**

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- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Bachelors Degree
- Valid Arizona Teacher certificate with Required Endorsements
- Experience working with English Language Learners
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

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**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>ILLP ITINERANT TEACHER</b>
<b>DEPARTMENT:</b>	Federal Programs and School Improvement
<b>REPORTS TO:</b>	Principal, ILLP Coordinator
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Cert
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides support to the instructional process as a teacher with specific responsibility for supervising students within the classroom and other assigned areas. This includes developing lesson plans and delivering group and/or individual student instruction within established curriculum guidelines, collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues. Additionally, the classroom teacher is to respond to a wide range of inquiries from students' parents or guardians regarding the instructional program and student progress.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Understands, administers and attends trainings on the ELD Methodologies from the OELAS Department at the Arizona Department of Education
- Attends ELD Professional Development Meetings on a regular basis for AZELLA data reflection and to receive SEI training
- Attends training for the AZELLA and assists in administering the AZELLA test
- Guides ILLP teachers in the ILLP process of writing and administering ILLP goals
- Responsible for tracking, maintaining and updating all ILLP paperwork in compliance with the state department
- May travel to several schools based upon the ELL population and needs
- Understands and administer the curriculum guides of the District as based on state and common core standards
- Develops lesson plans and instructional materials based on district curriculum guides, standards, and expectations; includes emergency plans in the case of absence and/or illness
- Establishes and communicates well-defined objectives for each lesson, including relevant projects and activities
- Translates lesson plans into learning experiences that reflect research-based instructional strategies, including a variety of instructional strategies such as inquiries, group discussion, lecture, discovery, etc. and addresses the individual needs, interests, abilities, and maturity levels of the students
- Communicates and plans with other members of the staff in the delivery of meaningful instruction for shared students who participate in other programs such as special education programs, CTE, ELL, etc.
- Attends staff meetings and district in-service programs (see Policy GCMC)
- Serves on curriculum and other school committees as requested and able
- Is responsible for discharging instructional and non-instructional school-related activities in a thorough and timely manner
- Supervises, evaluates, and provides work assignments to assigned instructional assistants and/or student teachers; works collaboratively with teachers throughout the District; may be responsible for the evaluation and supervision of classified staff
- Acts as a supportive and contributing member of the professional staff by participating in group decision making, and contributing to the development of a positive, cooperative educational environment
- Participates in professional development activities to enhance professional skills and maintain Arizona certification



**The Humboldt Schools.**  
*Motivating achievement since 1906.*

**JOB DESCRIPTION**

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- Evaluates, provides, and maintains accurate reports and records of individual student progress on a regular basis; this includes accurate attendance records, grade reports, and special program requirements
- Identifies and refers unusual student behavior to the appropriate specialists
- Reports any student injury or illness or injury to self on school grounds or at school events to the site nurse and principal
- Is responsible for the supervision of students at all times on school grounds or at school events
- Knows and observes Board policies and regulations
- Advises administration in accordance with established policies and completes all required forms accurately and in a timely manner.
- Accounts and maintains inventory for classroom, school and district property as required
- Advises administration of needed repairs, replacements and/or unsafe building conditions as soon as they occur
- Remains on school grounds after dismissal of students, as necessary, to complete daily duties, attend meetings, hold parent conferences
- Follows school regulations regarding emergency procedures
- Reports to work daily at the times assigned and remains on duty through the time prescribed (see Policy GCL)
- Submits and justifies purchasing recommendations to support and enhance the instructional program to the Site Principal or designee
- Communicates with parents through conferences and other means to discuss student educational needs and progress
- Interprets and communicates school policies and programs to students and parents

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing
- Knowledge of accepted instructional techniques and methods working with children
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to do perform multiple functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Bachelors Degree
- Valid Arizona Teacher certificate with Required Endorsements
- Experience as a teacher
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.



## The Humboldt Schools.

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### JOB DESCRIPTION

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**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>INSTRUCTIONAL SPECIALIST</b>
<b>DEPARTMENT:</b>	Educational Services
<b>REPORTS TO:</b>	Director of Educational Services
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Cert
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** The instructional specialist is defined as one whose primary concern is the improvement of learning opportunities through the provision of instructional leadership, mentoring and coaching. The instructional specialist has the role of decision-maker, consultant, and specialist in advising administrators, teachers, and other professional personnel. Responsibilities include instruction, coaching and staff development as it relates to instructional design and delivery. The instructional specialist serves as a member of a management team charged with the responsibility for planning, implementing, and evaluating an educational program relevant to the needs of the student population in a school and/or school system.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Directs the planning, development, field-testing, and evaluation of curriculum, instruction, assessment and intervention
- Demonstrates knowledge and understanding of research-based instructional strategies
- Understands and interprets assessment data both formal and informal to inform instructional decisions
- Meets and collaborates regularly with school level and district support personnel
- Directs the publication and provision of district-wide instructional-related staff development, including in-service training designed to support implementation of newly developed curricula through lesson design
- Supervises development of instructional guidelines, policies, regulations, and official notices
- Interprets statutes and regulations for staff and community
- Provides professional development for all staff members in instructional design and delivery during in-services, grade level and staff meetings
- Coaches certified and classified staff in matters related to curriculum, instruction, assessment, and intervention
- Mentors non-tenured teachers in best instructional practices and district norms
- Leads, designs and delivers the district Induction/Mentoring program in collaboration with district and school level administrators

**KNOWLEDGE, SKILLS & ABILITIES:**

- Demonstrates strong oral and written communication, facilitation and presentation skills
- Knowledge of accepted instructional techniques and methods working with children.
- Ability to maintain confidentiality.
- Produce accurate work and complete assignments with minimal supervision.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.
- Broad knowledge of the principles and practices of school administration and of current educational trends in curriculum and instruction
- Demonstrates proficiency and leadership in the ongoing decision-making process for implementing research based instruction and classroom management strategies



## The Humboldt Schools.

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### JOB DESCRIPTION

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- Proficient in clinical supervision and cognitive coaching models for improved professional practice

#### **QUALIFICATIONS & REQUIREMENTS:**

##### **Education & Experience:**

- Bachelors Degree
- Valid Arizona Teacher certificate with Required Endorsements
- Three years experience as a teacher
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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#### **WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>IS HELP DESK TECHNICIAN</b>
<b>DEPARTMENT:</b>	Information Technology
<b>REPORTS TO:</b>	Director of Information Technology
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 10
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Receives all incoming calls to the Technology Helpdesk from within the District and provides the initial assistance requested for all end users. Serves as an information resource to students, staff and external stakeholders regarding Information Technology services and capabilities.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Handles day to day incoming Helpdesk calls from all sources within the district, providing outstanding customer service to all end users; returns calls as needed when assisting others or unavailable
- Provides remote assistance via phone or computer to end users to diagnose and troubleshoot technology issues
- Works with other members of the District's Information Services department to determine/evaluate technology needs
- Creates work orders for issues as necessary
- Processes incoming work orders from the District Helpdesk system
- Keeps up to date on software programs used by the District and instructs students and staff on new programs and their operation
- Attends ongoing computer training as directed and necessary
- Assists teachers and other site staff with the capabilities and use of technology resources
- May be assigned special projects by the Director
- Assists with bench hardware repair, system imaging and upgrades
- Passes on relevant information received from all sources to the school administration and staff
- Arranges for the installation of and installs software programs
- Responsible for the security, upkeep, operation and care of all Helpdesk equipment
- Provides administrative assistant support to Director of Technology

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate computer related hardware and software programs
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response
- Must possess strong customer service skills

**QUALIFICATIONS & REQUIREMENTS:**



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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**Education & Experience:**

- High School diploma or equivalent
- 1 year previous computer technician or software support experience
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook as well as those outlined above.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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The Humboldt Schools.  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>IS SPECIALIST</b>
<b>DEPARTMENT:</b>	Information Technology
<b>REPORTS TO:</b>	Director of Information Technology
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 14
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Works with Information Services staff and school staff to deploy and maintain district technology resources and assists the Director of Technology with the oversight and operation of District networks, technology infrastructure and servers. Serves as an information resource to students and staff regarding Information Technology services and capabilities.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Installs and deploys ongoing new technology resources as directed by the Director of Technology
- Evaluates, prioritizes and addresses server and network level issues
- Completes technology work orders as assigned
- Evaluates, deploys, and maintains current district servers, and network devices as directed
- Refers unresolved technology problems to the Director of Technology
- Assists teachers and other site staff with the use of all available district technology resources
- Answers technical support phone calls and responds to emergency issues
- Assists the Director of Technology in developing a district and building long-term replacement schedule for technology hardware
- Assists, oversees and manages technology upgrade projects
- Generally provides 2nd tier support, but also mentors and assists Level 1 technicians
- May be assigned other special technology projects by the Director
- Provides remote assistance, as well as hands on assistance, at times, via phone or computer link to end users to diagnose and troubleshoot certain technology issues
- Works with other members of the District's Information Services department to determine/evaluate future district technology needs
- Keeps up to date on software programs used by the District and instructs students and staff on new programs and their operation
- Attends ongoing technology (software and hardware) computer training as directed and necessary
- May assist with bench hardware repair, system imaging and upgrades
- Passes on relevant information received from all sources to the school administration and staff, when appropriate
- Arranges for the installation of hardware devices and software programs as needed
- Responsible for the security, upkeep, operation and care of all assigned equipment

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate computer related hardware and software programs
- A thorough knowledge of the use and utilization of technology in educational environments
- Ability to generate production work with speed and accuracy and to meet timelines
- Understanding of Server 2008 and server 2012, Windows 7/8 operating systems
- Basic understanding of Active Director and Group Policy
- Basic understanding of SQL 2005 and 2008 a plus
- Basic understanding of Macintosh workstations and servers
- Basic understanding of Windows PowerShell and VB Scripts



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**JOB DESCRIPTION**

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- Ability to troubleshoot complex network, server and workstation issues
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- Vocational/Associate Degree or college coursework with specialization in technology preferred
- Three year's experience in the field of technology preferred
- A+, Network+, Cisco CCENT and MCSA certifications preferred, other technology certifications desirable
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook as well as those identified above.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, climb, stoop and walk. The employee may be required to move twenty five pounds and could occasionally lift or move up to fifty pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>IS TECHNICIAN</b>
<b>DEPARTMENT:</b>	Information Technology
<b>REPORTS TO:</b>	Director of Information Technology
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 12
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Works with Information Services staff and school staff to deploy and maintain district technology resources and assists the IS Specialist and Director of Technology with the oversight and operation of District networks, technology infrastructure and servers. Serves as an information resource to students and staff regarding Information Technology services and capabilities.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Installs and deploys ongoing new technology resources as directed by the Director of Technology
- Troubleshoots issues with workstations, laptops, printers, peripherals, LCD projectors, sound systems, interactive classroom technology and basic network devices
- Installs and troubleshoots various software titles
- Evaluates, prioritizes and addresses hardware, software, and network connectivity problems
- Completes technology work orders as assigned
- Refers unresolved technology problems to the IS Specialist
- Assists teachers and other site staff with the use of all available district technology resources
- Answers technical support phone calls and responds to emergency issues
- Assists with technology upgrade projects
- Generally provides 1st tier support, but also mentors and assists the Helpdesk Technician
- May be assigned other special technology projects by the IS Specialist or Director
- Provides remote assistance, as well as hands on assistance, at times, via phone or computer link to end users to diagnose and troubleshoot certain technology issues
- Works with other members of the District's Information Services department to determine/evaluate future district technology needs
- Keeps up to date on software programs used by the District and instructs students and staff on new programs and their operation
- Attends ongoing technology (software and hardware) computer training as directed and necessary
- May assist with bench hardware repair, system imaging and upgrades
- Passes on relevant information received from all sources to the school administration and staff, when appropriate
- Assists in arranging for the installation of hardware devices and software programs as needed
- Responsible for the security, upkeep, operation and care of all assigned equipment

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate computer related hardware and software programs
- Knowledge of the use and utilization of technology in educational environments
- Ability to generate production work with speed and accuracy and to meet timelines
- Basic understanding of computer workstations and servers
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision



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**JOB DESCRIPTION**

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- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- Vocational/Associate Degree or college coursework with specialization in technology preferred
- Two year's experience in the field of technology preferred
- A+, Network+ certifications preferred, other technology certifications desirable
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook as well as those identified above.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, climb, stoop and walk. The employee may be required to move twenty five pounds and could occasionally lift or move up to fifty pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>LEAD GROUNDSKEEPER</b>
<b>DEPARTMENT:</b>	Maintenance
<b>REPORTS TO:</b>	Director of Maintenance
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 7
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides leadership to assigned groundskeepers while performing grounds keeping and maintenance services to outdoor grounds and athletic fields at district facilities to ensure a clean, attractive and safe environment for students and staff.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Trains, schedules, leads and evaluates the performance of assigned groundskeepers
- Ensures that all district grounds are clean and reflect well on the District
- Responsible for the ordering and maintenance of all grounds keeping supplies and equipment
- Monitors the need for herbicide spraying throughout the District
- Monitors grounds keeping activities to ensure safe working conditions
- Attends to regular schedule of grass mowing, edging and weed control
- Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs
- Sprays lawn, shrubs, and trees with fertilizer
- Further monitors and maintains grounds and fields
- Rakes and bags leaves, cleans grounds and removes litter.
- Plants grass, flowers, trees, and shrubs
- Waters lawn and shrubs; maintains sprinklers, irrigation and water systems
- Repairs fences, gates, walls, and walkways
- Cleans out drainage ditches and culverts
- Sharpens tools such as weed cutters, edging tools, and shears
- Makes minor repairs on equipment
- Operate light motorized equipment
- Work with campus maintenance to assist with snow removal
- Paints athletic fields and courts for events

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate mechanized garden equipment
- Able to perform all duties related to grounds keeping
- Ability to lead others
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response



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**JOB DESCRIPTION**

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**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 2-3 years previous grounds keeping experience
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** none

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, kneel, twist, bend, stoop, climb, walk and operate mechanical controls. The employee may be required to move twenty pounds and could occasionally lift or move up to fifty pounds.

**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

***Disclaimer:** The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>LEAD MAINTENANCE CUSTODIAN-HIGH SCHOOL</b>
<b>DEPARTMENT:</b>	Maintenance
<b>REPORTS TO:</b>	Principal, Director of Maintenance
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 8
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides leadership and supervision to assigned night cleaning and maintenance staff while performing cleaning and maintenance services to district facilities to ensure a clean, attractive and safe environment for students and staff.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Trains, schedules, leads and evaluates the performance of assigned night custodians
- Works cooperatively with the site administrator to identify and plan for completion all custodial and maintenance needs; ensures that district facilities are clean and reflect well on the District
- Provides minor maintenance of electrical, plumbing and mechanical systems as well as heating and cooling systems
- Generates and maintains maintenance reports and records
- Removes snow and ice from the campus when needed
- Monitors and responds to fire and burglary systems
- Cleans-up of blood and body fluids
- Performs duties related to the security of district facilities
- Responsible for the ordering and maintenance of all custodial supplies and equipment
- Monitors custodial activities to ensure safe working conditions
- Keeps buildings, premises and classrooms clean inside and outside
- Maintains all floor surfaces in a clean and safe manner
- Moves furniture for cleaning and sets up for special events as needed
- Does painting and performs minor repairs
- Monitors fire and burglary systems
- Reports major repair needs to the Director of Maintenance
- Reports any vandalism or other damage to school property to site administrator
- Runs a variety of cleaning machines such as floor machines designed to strip, wax, extract and top scrub floors and carpets
- Cleans chalkboards, pencil sharpeners and empties garbage in classrooms and assigned areas
- Reads labels on chemicals and S.D.S. (Safety Data Sheets) to ensure safe use, storage and handling of all cleaning and maintenance chemicals (GHS)
- Oversees the cleaning, sanitization and disinfection of toilets and restroom floors, as well as locker rooms, showers and drinking fountains
- Dusts and cleans furniture, blinds, windows, facilities and equipment

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate mechanized cleaning equipment
- Ability to perform all custodial services
- Ability to lead others
- Ability to communicate effectively verbally and in writing



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### **JOB DESCRIPTION**

- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- High School diploma or equivalent
- 2-3 years previous custodial experience
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** none

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, climb, kneel, twist, stoop, bend, stand, walk and operate mechanical controls. The employee may be required to move twenty pounds and could occasionally lift or move up to fifty pounds.

### **WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

***Disclaimer:** The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*





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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>LEAD MAINTENANCE CUSTODIAN K-8</b>
<b>DEPARTMENT:</b>	Maintenance
<b>REPORTS TO:</b>	Director of Maintenance
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 7
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides leadership and supervision to assigned cleaning and maintenance staff while performing cleaning and maintenance services to district facilities to ensure a clean, attractive and safe environment for students and staff.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Trains, schedules, leads and evaluates the performance of assigned custodians
- Works cooperatively with the site administrator to identify and plan for completion all custodial and maintenance needs; ensures that district facilities are clean and reflect well on the District
- Provides minor maintenance of electrical, plumbing and mechanical systems as well as heating and cooling systems
- Generates and maintains maintenance reports and records
- Removes snow and ice from the campus when needed
- Monitors and responds to fire and burglary systems
- Cleans-up of blood and body fluids
- Performs duties related to the security of district facilities
- Responsible for the ordering and maintenance of all custodial supplies and equipment
- Monitors custodial activities to ensure safe working conditions
- Keeps buildings, premises and classrooms clean inside and outside
- Maintains all floor surfaces in a clean and safe manner
- Moves furniture for cleaning and sets up for special events
- Does painting and performs minor repairs
- Monitors fire and burglary systems
- Reports major repair needs to the Director of Maintenance
- Reports any vandalism or other damage to school property to site administrator
- Runs a variety of cleaning machines such as floor machines designed to strip, wax, extract and top scrub floors and carpets
- Cleans chalkboards, pencil sharpeners and empties garbage in classrooms and assigned areas
- Reviews chemicals and S.D.S. (Safety Data Sheets) labels to ensure safe use, storage and handling of all cleaning and maintenance chemicals
- Oversees the cleaning, sanitization and disinfection of toilets and restroom floors, as well as locker rooms, showers and drinking fountains
- Dusts and cleans furniture, blinds, windows, facilities and equipment

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate mechanized cleaning equipment
- Ability to perform all custodial services
- Ability to lead others
- Ability to communicate effectively verbally and in writing



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**JOB DESCRIPTION**

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- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 2-3 years previous custodial experience
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** none

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, kneel, twist, climb, stoop, bend, walk and operate mechanical controls. The employee may be required to move twenty pounds and could occasionally lift or move up to fifty pounds.

**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>LEAD MECHANIC</b>
<b>DEPARTMENT:</b>	Transportation
<b>REPORTS TO:</b>	Director of Transportation
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 15
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides guidance and leadership to assigned mechanics, oversees the maintenance shop and performs maintenance and repairs on school busses, other district transportation vehicles equipment and grounds keeping vehicles and equipment to ensure proper and safe operation at all times.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Manages parts inventory for all parts necessary to repair buses to ensure that needed parts are in stock at all times; Keeps Director informed of all activities in the shop
- Enters all bus repair write-ups into Service Finder and keeps records on file
- Ensures that all required safety equipment in the shop is in order and being used properly
- Meets the Director at the scene of any accident involving district vehicles and assists in carrying out established procedures for such an event
- Checks winter driving conditions with the Director during the winter months
- Assists with bus evacuations twice a year
- Substitutes as a driver when necessary and works on buses and other district vehicle in support of assigned mechanics
- Provides input and opinion to the Director when purchasing new vehicles or buses
- Meets with vendors for estimates on body and mechanical work under warranty
- Remains on call during weekends and evenings in case of accidents or other emergencies; assigns other or personally responds to vehicle breakdowns in the field; ensures 24 hour on-call road service is available to service district vehicles which have broken down
- Schedules services on all equipment maintained by shop
- Regularly meets and communicates with drivers on their concerns or problems with buses
- When assisting as a mechanic: performs diagnosis, repairs and/or replacement of parts on district vehicles and equipment to include; wheelchair lifts, diesel, gasoline, and LPG/CNG engines, transmissions, axles, rear ends, suspension systems, hydraulic systems, electrical systems, upholstery, minor body repairs and other automotive/equipment components; performs all repairs necessary to other school vehicles and grounds equipment
- Performs preventive maintenance inspections and services; checks inventories and prepares orders for supplies, as needed
- Updates and maintains service/repair records; completes necessary paperwork, work orders, pre-trips, write-ups
- Determines nature/extent of repairs necessary to make vehicle/equipment safe and operable; advises users of possible causes of operating problems
- Maintains tools and equipment; ensures all work areas are maintained in a clean and orderly fashion
- Assists in new driver orientation on air brake, suspension and mechanical components
- Complies with all state and federal laws, insurance regulations, safety standards and board policies
- Collaborates with supervision regarding repair methods and cost estimates



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**JOB DESCRIPTION**

- Properly uses vehicle maintenance equipment and chemicals; reads labels on chemicals and M.S.D.S. (Material Safety Data Sheets) to ensure safe use, storage and handling of all mechanical/maintenance related chemicals
- Attends ongoing training to keep up to date on all current mechanical procedures and methods, tools and applicable regulations

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of specialized tools and equipment used in vehicle and motor maintenance and ability to use such tools and equipment
- Knowledge of OSHA rules and regulations
- Knowledge of accepted techniques and methods for providing vehicle maintenance services
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent; 2 years previous mechanic experience
- Air conditioning (MACS) certification
- Class B-CDL with passenger endorsement
- School Bus Driver Certificate
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance
- CPR and 1<sup>st</sup> Aid Certification required
- Air Brake Certification
- ASE Certification required

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for*



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**JOB DESCRIPTION**

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>LEAD NIGHT CUSTODIAN</b>
<b>DEPARTMENT:</b>	Maintenance
<b>REPORTS TO:</b>	Principal & Lead Maintenance Custodian
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 6
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides leadership and supervision to assigned cleaning and maintenance staff while performing cleaning and maintenance services to district facilities to ensure a clean, attractive and safe environment for students and staff.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Trains, schedules, leads and evaluates the performance of assigned custodians
- Works cooperatively with the site administrator to identify and plan for completion all custodial and maintenance needs; ensures that district facilities are clean and reflect well on the District
- Provides minor maintenance of electrical, plumbing and mechanical systems as well as heating and cooling systems
- Generates and maintains maintenance reports and records
- Removes snow and ice from the campus when needed
- Monitors and responds to fire and burglary systems
- Cleans-up of blood and body fluids
- Performs duties related to the security of district facilities
- Responsible for the ordering and maintenance of all custodial supplies and equipment
- Monitors custodial activities to ensure safe working conditions
- Keeps buildings, premises and classrooms clean inside and outside
- Maintains all floor surfaces in a clean and safe manner
- Moves furniture for cleaning and sets up for special events as needed
- Does painting and performs minor repairs
- Monitors fire and burglary systems
- Reports major repair needs to the Director of Maintenance
- Reports any vandalism or other damage to school property to site administrator
- Runs a variety of cleaning machines such as floor machines designed to strip, wax, extract and top scrub floors and carpets
- Cleans chalkboards, pencil sharpeners and empties garbage in classrooms and assigned areas
- Reads labels on chemicals and S.D.S. (Safety Data Sheets) to ensure safe use, storage and handling of all cleaning and maintenance chemicals
- Oversees the cleaning, sanitization and disinfection of toilets and restroom floors, as well as locker rooms, showers and drinking fountains
- Dusts and cleans furniture, blinds, windows, facilities and equipment

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate mechanized cleaning equipment
- Ability to perform all custodial services
- Ability to lead others
- Ability to communicate effectively verbally and in writing



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### **JOB DESCRIPTION**

- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- High School diploma or equivalent
- 2-3 years previous custodial experience
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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### **WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

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## The Humboldt Schools.

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### JOB DESCRIPTION

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**JOB TITLE:** LIBRARY COORDINATOR K-8  
**DEPARTMENT:**  
**REPORTS TO:** Principal/Director of Educational Services  
**FLSA STATUS/CLASSIFICATION:** Non-Exempt; Class 7  
**SUPERVISORY DUTIES:** Library Media Specialist  
**APPROVED ON:** xx/xx/2014

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**SUMMARY:** Works in cooperation with school librarian assistants and site administrators to provide leadership for comprehensive library services to the District's student population per established library procedures, in support of District Board goals.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Serves as primary contact for all sites and all assigned library media specialists
- Leads in the preparation of books for cataloging (seven-step process); catalogs books according to established procedures and standards currently in use
- Assists faculty members with computer generated library resources (Ebsco, Sirs, Internet, and YLN catalog)
- Monitors interlibrary loans such as teacher requested materials between schools via the district mailing or use of public libraries
- Assemble special collections and bibliographies per site administrator requests
- Reviews monthly library statistics reports.
- Provides training for new library assistants and substitutes for library services
- Follows and enforces all pertinent federal and state regulations
- Prepares inventories yearly and follows up on lost or missing materials for all sites
- Maintains appropriate communication with all sites, including visits as necessary
- Maintains district-wide technological resources for professional development and student resource management
- Maintains district-wide library resource inventories (e.g. Library books, technological resources, and textbooks)
- Records and distributes financial reports to include student fees and fines as they related to library resources
- Promotes positive student behavior by setting a good example and treating all students with respect and courtesy
- Actively promotes the District's library services
- Schedule/organize/conduct quarterly library staff meetings
- Support Reading Programs on each campus
- Be familiar with community resources that support information based learning
- Attend professional meetings and workshops

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of applicable federal and state regulations
- Ability to work effectively with students
- Ability to manager personnel and budgets



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**JOB DESCRIPTION**

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- Ability to successfully operate a library program
- Ability to do perform multiple administrative functions simultaneously
- Ability to do mathematical computations
- Ability to maintain confidentiality
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High school diploma required
- Previous experience as a Librarian
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor environment. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Contact with employees, students and public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>LIBRARY COORDINATOR - HIGH SCHOOL</b>
<b>DEPARTMENT:</b>	
<b>REPORTS TO:</b>	Principal/ Director of Educational Services
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 7
<b>SUPERVISORY DUTIES:</b>	Library Media Specialist
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Works in cooperation with school librarian assistants and site administrators to provide leadership for comprehensive library services to the District's student population per established library procedures, in support of District Board goals.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Serves as primary contact for all sites and all assigned library assistants for information related to High School databases and the Yavapai Library Network (YLN)
- Running overdue / lost library book reports, notifying students, collecting fines and posting fines in School Master. (payments given to HS Accounting Clerk for payment entry into School Master)
- Prepare books for cataloging (seven-step process); catalogs books according to established procedures and standards currently in use
- Works with teachers to complement and reinforce classroom instruction
- Assists students and faculty members with computer generated library resources (Learn360, Ebsco, NovelList, SirsiDynix Symphony, Internet, and YLN Enterprise electronic catalog)
- Maintains BMHS library website, teacher and student resource links
- Single point of contact for Library and Library Computer Lab calendar...for faculty reservation, testing and meeting purposes during school hours
- Responsible for set up of projector, laptop and screen for presentations in library
- Ensures that equipment in Library Computer Lab (31 stations) is in working order; works closely with IT Department. (includes 18 net books; tracks and makes available for reservation)
- Active member of the Yavapai Library Network (YLN)- attends meetings and training sessions as required. Keeps abreast of YLN policies, information and updates. Uses other YLN members for networking and training purposes. (including collection of donated books for use at BMHS)
- Textbooks:
  - Responsible for distribution of all textbooks for 1700 High School students and keeping classroom sets up to date.
  - Must be available prior to registration week in July and at end of year for textbook returns.
  - Organize and maintain textbook storeroom and library storage room.
  - Register new students into SirsiDynix library software , assign textbooks and educate students on electronic library access
  - Withdraw students from SirsiDynix and update SchoolMaster with any missing books. (Update both library software and school master if books return.)
  - Tracking lost textbooks for current students, sending notifications to students and entering lost textbooks into School Master. (Updating School Master if textbooks are returned.)
  - Textbook inventory-in storage, checked out, lost/missing
- Monitors and assists students and faculty members with other installed software programs (e.g. Word, Excel, Access, Power Point)
- Assists students and faculty members with printing in computer lab
- Instruct and manage student library aides



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### **JOB DESCRIPTION**

- Responsible for managing budget, ordering library supplies, ensuring contracts are current (YLN and Learn360) and ordering new library books. Coordinates monthly Books are Fun visits and sales
- Checks books in and out; renews books and processes intra-library student and faculty holds. requires the use and knowledge of SirsiDynix Symphony for cataloging and circulation tasks, SirsiDynix StaffWeb for cataloging and reports, Director Station for reporting purposes and YLN portal for updated information related to the latest library information
- Return books to shelves in proper Dewey Decimal System order
- Monitors interlibrary loans such as teacher requested materials between schools via the district mailing or use of public libraries. Picks up and returns YLN intra-library holds to Prescott Valley Public Library
- Assemble special collections and bibliographies per site administrator requests
- Reviews monthly library statistics reports
- Provides training for High School substitutes library services
- Repairs library materials as needed
- Performs minor maintenance on audiovisual equipment including changing bulbs, needles, cables, etc.
- Prints monthly library statistics reports and resets monthly and yearly counters
- Follows and enforces all pertinent federal and state regulations
- Prepares inventories yearly and follows up on lost or missing materials for High School
- Maintains appropriate communication with all sites, including visits as necessary
- Maintains district-wide technological resources for professional development and student resource management
- Maintains High School library resource inventories (e.g. Library books, technological resources, and textbooks)
- Records and distributes financial reports to include student fees and fines as they related to library resources. Enters student fines into SchoolMaster
- Promotes positive student behavior by setting a good example and treating all students with respect and courtesy
- Actively promotes the District's library services. Conducts 9<sup>th</sup> grade library orientation for both physical and electronic library resources and other library education as requested. Keeps documentation up to date

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of applicable federal and state regulations
- Ability to work effectively with students
- Ability to manager personnel and budgets
- Ability to successfully operate a library program
- Ability to do perform multiple administrative functions simultaneously
- Ability to do mathematical computations
- Ability to maintain confidentiality
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- High school diploma required



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**JOB DESCRIPTION**

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- Previous experience as a Library Assistant or work in library. Computer experience is very important especially at high school level; large part of position is assisting students and working on computers.
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds. Must be able to handle thousands of textbooks during registration and at end of year check in, for four to six hours at a time. (there are over 10,000 textbooks processed at these times over a 4-5 day period)

**WORK ENVIRONMENT:**

Indoor environment. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Contact with employees, students and public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>LIBRARY MEDIA SPECIALIST</b>
<b>DEPARTMENT:</b>	Elementary/Middle School
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 5
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides comprehensive library services to the school's student population by assisting the Media Specialist Coordinator and students by performing duties per established library procedures and providing excellent customer service using exemplary interpersonal skills, in support of District Board goals.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists in the preparation of books for cataloging (seven-step process); catalogs books according to established procedures and standards currently in use
- Works with teachers to complement and reinforce classroom instruction
- Conducts group activities as assigned e.g., reading books to groups of student. etc.
- Assists students and faculty members with computer generated library resources (Ebsco, Sirs, Internet, and YLN catalog)
- May monitor and assist students and faculty members with other installed software programs (e.g. Word, Excel, Access, Power Point)
- Checks books in and out; requires the use and knowledge of the Follet Unison System (Destiny) at the elementary and junior high level, and Sirsi Dynix at the high school level
- Monitors status of overdue books and print overdue notices when required
- Shelves returned books in proper order in the correct location in the library
- Monitors interlibrary loans such as teacher requested materials between schools via the district mailing or use of public libraries
- Repairs library materials as needed
- Performs minor maintenance on audiovisual equipment including changing bulbs, needles, cables, etc.
- Assembles special collections and bibliographies per teacher requests or for holidays, etc.
- When requested, prints monthly library statistics reports and resets monthly and yearly counters
- Follows and enforces all pertinent federal and state regulations
- Prepares inventories yearly and follows up on lost or missing materials
- Promotes positive student behavior by setting a good example and treating all students with respect and courtesy
- Oversees student behavioral issues in the library, bringing serious issues to the teacher's attention
- Actively promotes the library and its services at assigned site
- Schedule annual book fairs; purchase new reading materials when requested
- Maintain atmosphere conducive to learning

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of applicable federal and state regulations
- Ability to work effectively with students
- Ability to successfully operate the library
- Ability to do perform multiple administrative functions simultaneously



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**JOB DESCRIPTION**

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- Ability to do mathematical computations
- Ability to maintain confidentiality
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High school diploma required
- Previous library experience/media specialist preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, climb, stoop and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor environment. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Contact with employees, students and public.

***Disclaimer:** The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>MAIL – DELIVERY DRIVER</b>
<b>DEPARTMENT:</b>	Transportation
<b>REPORTS TO:</b>	Transportation Director
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 4
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Safely and efficiently transports U.S. mail, interoffice mail, and all manner of supplies used throughout the District, to and from schools and other district facilities.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Transports mail, supplies, packages, etc. using district vehicle(s) to and from schools and other district facilities
- Responsible for the care of assigned delivery vehicle (including daily pre-operation and periodic inspections), cleans and sweeps vehicle's interior, fuels vehicle, and reports all defects or non-operational findings
- Follows established procedures and schedules to pick up and deliver district mail and packages to all district sites
- Collects and delivers/deposits district monies to the bank
- Coordinates and prioritizes deliveries from the warehouse to specific sites as needed
- Assists with sorting of mail and with bulk mailings, as needed
- Maintains daily mileage and logs as required
- Obeys all traffic laws and observes all mandatory safety regulations

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate a standard or automatic transmission motor vehicle and foot controls with two feet simultaneously.
- Ability to use two-way communication equipment.
- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent; previous driving experience
- Arizona Driver's License
- Any equivalent combination of training, education and experience that meets minimum requirements
- CPR and First Aid Certification desired

**Computer Proficiency:** none





**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, twist, bend, walk and operate hand and foot controls simultaneously. The employee may be required to lift up to 50 pounds safely.

**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>MECHANIC</b>
<b>DEPARTMENT:</b>	Transportation
<b>REPORTS TO:</b>	Director of Transportation
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 13
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Performs maintenance and repairs on school busses, other district transportation vehicles equipment and grounds keeping vehicles and equipment to ensure proper and safe operation at all times.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Performs diagnosis, repairs and/or replacement of parts on district vehicles and equipment, as directed, to include; wheelchair lifts, diesel, gasoline, and LPG/CNG engines, transmissions, axles, rear ends, suspension systems, hydraulic systems, electrical systems, upholstery, minor body repairs and other automotive/equipment components; performs all repairs necessary to other school vehicles and grounds equipment
- Performs preventive maintenance inspections and services
- Updates and maintains service/repair records; completes necessary paperwork, work orders, pre-trips, write-ups, etc.
- Determines nature/extent of repairs necessary to make vehicle/equipment safe and operable; advises users of possible causes of operating problems
- Responds to vehicle breakdowns in the field; provides 24 hour on-call road service, to service district vehicles which have broken down
- Complies with all safety policies, rules and regulations
- Maintains tools and equipment
- Ensures all work areas are maintained in a clean and orderly fashion
- Assists in new driver orientation on air brake, suspension and mechanical components
- Substitutes as a bus driver as needed when requested
- Complies with all state and federal laws, insurance regulations, safety standards and board policies
- Collaborates with supervision regarding repair methods and cost estimates
- Provides a high level of customer service
- Checks inventories and prepares orders for supplies, as needed
- Assists other transportation personnel when needed or required
- Properly uses vehicle maintenance equipment and chemicals; reads labels on chemicals and M.S.D.S. (Material Safety Data Sheets) to ensure safe use, storage and handling of all mechanical/maintenance related chemicals
- Attends ongoing training to keep up to date on all current mechanical procedures and methods, tools and applicable regulations

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of specialized tools and equipment used in vehicle and motor maintenance and ability to use such tools and equipment
- Knowledge of OSHA rules and regulations
- Knowledge of accepted techniques and methods for providing vehicle maintenance services
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision



## The Humboldt Schools.

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### **JOB DESCRIPTION**

- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- High School diploma or equivalent
- Air conditioning (MACS) certification
- Class B-CDL with passenger endorsement
- School Bus Driver Certificate
- 1 year previous mechanic experience
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance
- CPR and 1<sup>st</sup> Aid Certification required
- Air Brake Certification
- ASE Certification required

**Computer Proficiency:** none

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, kneel, twist, climb, stoop, bend, walk and operate mechanical controls. The employee may be required to move twenty pounds and could occasionally lift or move up to fifty pounds.

#### **WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>MEDIA SPECIALIST COORDINATOR – K-8</b>
<b>DEPARTMENT:</b>	Educational Services
<b>REPORTS TO:</b>	Principal/Director of Educational Services
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 7
<b>SUPERVISORY DUTIES:</b>	Library Media Specialist
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Works in cooperation with school librarian assistants and site administrators to provide leadership for comprehensive library services to the District's student population per established library procedures, in support of District Board goals.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Serves as primary contact for all sites and all assigned library media specialists
- Leads in the preparation of books for cataloging (seven-step process); catalogs books according to established procedures and standards currently in use
- Assists faculty members with computer generated library resources (Ebsco, Sirs, Internet, and YLN catalog)
- Monitors interlibrary loans such as teacher requested materials between schools via the district mailing or use of public libraries
- Assemble special collections and bibliographies per site administrator requests
- Reviews monthly library statistics reports.
- Provides training for new library assistants and substitutes for library services
- Follows and enforces all pertinent federal and state regulations
- Prepares inventories yearly and follows up on lost or missing materials for all sites
- Maintains appropriate communication with all sites, including visits as necessary
- Maintains district-wide technological resources for professional development and student resource management
- Maintains district-wide library resource inventories (e.g. Library books, technological resources, and textbooks)
- Records and distributes financial reports to include student fees and fines as they related to library resources
- Promotes positive student behavior by setting a good example and treating all students with respect and courtesy
- Actively promotes the District's library services
- Schedule/organize/conduct quarterly library staff meetings
- Support Reading Programs on each campus
- Be familiar with community resources that support information based learning
- Attend professional meetings and workshops

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of applicable federal and state regulations
- Ability to work effectively with students
- Ability to manager personnel and budgets
- Ability to successfully operate a library program
- Ability to do perform multiple administrative functions simultaneously



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**JOB DESCRIPTION**

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- Ability to do mathematical computations
- Ability to maintain confidentiality
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High school diploma required
- Previous experience as a Librarian
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor environment. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Contact with employees, students and public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>MEDIA SPECIALIST COORDINATOR - HIGH SCHOOL</b>
<b>DEPARTMENT:</b>	Educational Services
<b>REPORTS TO:</b>	Principal/ Director of Educational Services
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 7
<b>SUPERVISORY DUTIES:</b>	Library Media Specialist
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Works in cooperation with school media specialists and site administrators to provide leadership for comprehensive library services to the District's student population per established library procedures, in support of District Board goals.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Serves as primary contact for all sites and all assigned media specialists for information related to High School databases and the Yavapai Library Network (YLN)
- Running overdue / lost library book reports, notifying students, collecting fines and posting fines in School Master. (payments given to HS Accounting Clerk for payment entry into School Master)
- Prepare books for cataloging (seven-step process); catalogs books according to established procedures and standards currently in use
- Works with teachers to complement and reinforce classroom instruction
- Assists students and faculty members with computer generated library resources (Learn360, Ebsco, NoveList, SirsiDynix Symphony, Internet, and YLN Enterprise electronic catalog)
- Maintains BMHS library website, teacher and student resource links
- Single point of contact for Library and Library Computer Lab calendar...for faculty reservation, testing and meeting purposes during school hours
- Responsible for set up of projector, laptop and screen for presentations in library
- Ensures that equipment in Library Computer Lab (31 stations) is in working order; works closely with IT Department. (includes 18 net books; tracks and makes available for reservation)
- Active member of the Yavapai Library Network (YLN)- attends meetings and training sessions as required. Keeps abreast of YLN policies, information and updates. Uses other YLN members for networking and training purposes. (including collection of donated books for use at BMHS)
- Textbooks:
  - Responsible for distribution of all textbooks for 1700 High School students and keeping classroom sets up to date.
  - Must be available prior to registration week in July and at end of year for textbook returns.
  - Organize and maintain textbook storeroom and library storage room.
  - Register new students into SirsiDynix library software , assign textbooks and educate students on electronic library access
  - Withdraw students from SirsiDynix and update SchoolMaster with any missing books. (Update both library software and school master if books return.)
  - Tracking lost textbooks for current students, sending notifications to students and entering lost textbooks into School Master. (Updating School Master if textbooks are returned.)
  - Textbook inventory-in storage, checked out, lost/missing
- Monitors and assists students and faculty members with other installed software programs (e.g. Word, Excel, Access, Power Point)
- Assists students and faculty members with printing in computer lab
- Instruct and manage student library aides



## The Humboldt Schools.

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### **JOB DESCRIPTION**

- Responsible for managing budget, ordering library supplies, ensuring contracts are current (YLN and Learn360) and ordering new library books. Coordinates monthly Books are Fun visits and sales
- Checks books in and out; renews books and processes intra-library student and faculty holds. requires the use and knowledge of SirsiDynix Symphony for cataloging and circulation tasks, SirsiDynix StaffWeb for cataloging and reports, Director Station for reporting purposes and YLN portal for updated information related to the latest library information
- Return books to shelves in proper Dewey Decimal System order
- Monitors interlibrary loans such as teacher requested materials between schools via the district mailing or use of public libraries. Picks up and returns YLN intra-library holds to Prescott Valley Public Library
- Assemble special collections and bibliographies per site administrator requests
- Reviews monthly library statistics reports
- Provides training for High School substitutes library services
- Repairs library materials as needed
- Performs minor maintenance on audiovisual equipment including changing bulbs, needles, cables, etc.
- Prints monthly library statistics reports and resets monthly and yearly counters
- Follows and enforces all pertinent federal and state regulations
- Prepares inventories yearly and follows up on lost or missing materials for High School
- Maintains appropriate communication with all sites, including visits as necessary
- Maintains district-wide technological resources for professional development and student resource management
- Maintains High School library resource inventories (e.g. Library books, technological resources, and textbooks)
- Records and distributes financial reports to include student fees and fines as they related to library resources. Enters student fines into SchoolMaster
- Promotes positive student behavior by setting a good example and treating all students with respect and courtesy
- Actively promotes the District's library services. Conducts 9<sup>th</sup> grade library orientation for both physical and electronic library resources and other library education as requested. Keeps documentation up to date

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of applicable federal and state regulations
- Ability to work effectively with students
- Ability to manager personnel and budgets
- Ability to successfully operate a library program
- Ability to do perform multiple administrative functions simultaneously
- Ability to do mathematical computations
- Ability to maintain confidentiality
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- High school diploma required



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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- Previous experience as a Library Assistant/Media Specialist or work in library. Computer experience is very important especially at high school level; large part of position is assisting students and working on computers.
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds. Must be able to handle thousands of textbooks during registration and at end of year check in, for four to six hours at a time. (there are over 10,000 textbooks processed at these times over a 4-5 day period)

**WORK ENVIRONMENT:**

Indoor environment. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Contact with employees, students and public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*





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### JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>MODERATE/SEVERE PROFOUND AIDE</b>
<b>DEPARTMENT:</b>	Special Services
<b>REPORTS TO:</b>	Classroom Teacher / Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 4
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Assists classroom teachers with students having moderate, severe or profound needs in providing a classroom environment that helps to ensure a positive learning environment that enables these students to benefit from the instructional program.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists teachers in providing an effective learning environment
- Assists in carrying out IEP goals for specific students as instructed by the teacher and/or therapists
- Assists students getting on and off the bus and to/from class
- Assists special needs students with daily bodily functions as necessary to maintain a healthy child, for example, tube feeding, diapering, etc.
- Maintains vigilance to signs of child abuse or neglect
- Assists students with eating
- Assists students with various learning activities as directed by the teacher
- Assist students in mainstreamed classes
- Calms and/or otherwise provides support for students who are having physical outbursts, who are acting out, and/or are emotionally distressed
- If given proper certified restraint training, may be required to restrain students
- Directs and re-directs students and student behavior during different activities
- Supervises students on school campus where requested
- Assists the teacher with the preparation and evaluation of learning materials
- Completes all applicable Medicaid Direct Service reimbursement claims paperwork and submits on a monthly basis
- May assist teacher in preparation of other related instructional materials
- Provides positive reinforcement to all students
- Assists in special class presentations, field trips and activities, as requested
- Handles routine clerical work, as assigned
- Assists the teacher with instruction and evaluation of student work
- Maintains confidentiality in accordance with FERPA

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard classroom related learning tools and equipment.
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting.
- Demonstrate and understanding of with students with special needs.
- Ability to communicate effectively verbally and in writing
- Ability to do basic mathematical computations
- Produce accurate work and complete assignments with supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members.



**The Humboldt Schools.**  
*Motivating achievement since 1906.*

**JOB DESCRIPTION**

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- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict in a professional manner
- Must be able to move quickly to preserve student safety

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- Certified restraint training desired
- CPR/First Aid Certification preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in job specific computer programs

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, lift and walk. The employee may be required to lift or move twenty-five pounds and could occasionally lift or move up to fifty pounds.

**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>MUSIC THERAPY AIDE</b>
<b>DEPARTMENT:</b>	Special Services
<b>REPORTS TO:</b>	Classroom Teacher / Director of Special Services
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 4
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Helps develop and provides a music therapy program geared to assist special needs students in the areas of music appreciation, physical therapy, socialization and communication that helps to ensure a positive learning environment that enables these students to benefit from the instructional program.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists teachers in providing an effective learning environment
- Assists in preparing daily lesson plans for each class, geared to the specific goals of each class
- Carries out lesson plans under the supervision of classroom teachers
- Maintains vigilance to signs of child abuse or neglect
- Creates lesson plans that include singing, teaching rhythm and beat, teaching instrument names and sounds, uses eye-hand coordination, correct articulation and language
- Suggests IEP goals for each student to be written into the IEP (when needed)
- Implements the goals set by the student's teacher or therapist
- Creates games, movements, choreography, and uses modern available technology to assist students
- Maintains daily, written records of each student's progress after each class
- Travels to different campuses to provide services to all identified special needs students
- Assists the teacher with the preparation and evaluation of learning materials
- Provides positive reinforcement to all students
- Assists in special class presentations, field trips and activities, as requested
- Handles routine clerical work, as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard classroom related learning tools and equipment, including music related equipment
- Understanding of how to work with students with special needs
- Ability to communicate effectively verbally and in writing
- Ability to do mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- Previous musical instruction experience desirable
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor classroom environment. This position regularly works indoors. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>NIGHT PREVENTIVE MAINTENANCE CUSTODIAN</b>
<b>DEPARTMENT:</b>	Maintenance
<b>REPORTS TO:</b>	Director of Maintenance
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 7
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Performs maintenance and repair services at assigned district facility during non operational hours to assist in ensuring that a safe, clean and functioning environment exists for students and staff.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Performs a wide variety of preventive maintenance where necessary to include electrical, plumbing and HVAC systems within capabilities and licensing certifications as needed and as directed by immediate supervisor
- Attends to painting projects of district facilities as required
- Maintains communication with site based lead custodians to establish proper preventive maintenance schedules for equipment and facilities
- Monitor and records district-wide safety concerns and reports such concerns to the Director of Maintenance
- Assists with special custodial projects as directed by immediate supervisor
- Maintains all floor surfaces in a safe manner
- Reports major repair needs to school's Lead Maintenance/Custodian
- Reports any vandalism or other damage of district property to Director
- Assumes responsibility for securing his/her assigned area(s)
- Assists with snow removal from district facilities when needed
- Runs a variety of machines, tools and equipment in a safe manner as they are intended to accomplish needed duties
- Reads labels on chemicals and M.S.D.S. (Material Safety Data Sheets) to ensure safe use, storage and handling of all cleaning and maintenance chemicals

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate mechanized tools, maintenance and cleaning equipment
- Ability to communicate effectively verbally and in writing
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 2 year previous maintenance experience



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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- AZ Drivers License
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** none

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, climb, kneel, twist, bend, stoop, stand, walk and operate mechanical controls. The employee may be required to move twenty pounds and could occasionally lift or move up to fifty pounds.

**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Contact with employees, students and public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>SCHOOL NURSE</b>
<b>DEPARTMENT:</b>	School
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Cert
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Supervises one to one nursing and other health care providers for students, health aides, clerical assistants and volunteers. Coordinates a comprehensive school health program including the delivery of services to students (in the context of their families) and staff members in order to enhance wellness in the school community. Duties are to be performed in accordance with standards of professional school nurse practice, district/State Board of Education policies and procedures and Arizona State Nurse Practice Laws.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

**Teaching:**

- Participates as a member of the school/district staff as a resource and specialist in health issues
- Provides staff in-service programs on health topics
- Provides health related classroom instructions and or information materials to teachers for classroom use as requested

**Coordination:**

- Encourages and supports a comprehensive school health program
- Collects and analyzes school health information and makes recommendations based upon statistical data
- Establishes an injury prevention program to facilitate school and playground safety
- Participates in Child Find programs
- Assesses the health and safety needs of the school environment in compliance with Occupational Safety and Health Administration (OSHA) guidelines, implementing the Blood Borne Pathogen Control Plan and other interventions as indicated
- Establishes a communicable disease prevention and control program in cooperation with local and state public health agencies
- Manages school health records in accordance with Arizona state mandates, providing efficient retrieval of information and other related archival responsibilities
- Establishes and manages health screening programs according to state mandate and guidelines
- Participates as a member of the school/district staff in health issues
- Identifies implication of health related school policies
- Participates in the development of health-related policies and procedures in compliance with state mandates and current health practices

**Clinical Practice:**

- Makes professional judgment in critical and life threatening situations
- Provides direct professional nursing services, first aid, illness, and emergency care to students and staff including nurse assessment, identifying health problems, making referrals for diagnosis and treatments, recommending education modifications, providing follow-up and evaluation, and maintaining appropriate documentation
- Observes students for symptoms, side effects and reaction to medicines, injuries or other health-related problems
- Analyzes data for epidemiological significance



**The Humboldt Schools.**  
*Motivating achievement since 1906.*

**JOB DESCRIPTION**

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- Provides identification and referral services on an individual site basis, through the County Health Department and individual physicians for immunization update
- Provides health information and counseling for students, parents, and staff including health related classroom instructions
- Develops a medication protocol to safely store, administer, document, and monitor the effectiveness of medication given at school
- Supervises/provides screening and follow-up for deficits in vision, hearing, growth and development, and other physical deficits
- Maintains accurate medical records to assure compliance with state mandates including immunizations, physical examinations, and medical conditions
- Facilitates a team approach for crisis intervention for students and staff in the event of sudden illness or injury
- Employs timely assessment and referrals for suspected abuse/neglect as a mandated reporter

**Health Office Management:**

- Maintains a user friendly, organized health services facility conducive to confidential communications and services
- Purchases and maintains health and OSHA supplies and equipment as indicated for the health office and school

**Communication:**

- Maintains timely communication with administration, teachers, other school personnel, and parents/guardians to enhance cooperative action, which will meet the health and safety needs of students
- Issue health alerts to parents and community when advisable
- Initiates contact with and act as liaison between the home, school, community health agencies and the private medical sector to enhance the health and wellness of the school community
- Maintains and encourages confidentiality regarding all school and health related issues

**Special Education and 504 Plans:**

- Participates as an active member of the multidisciplinary team in the identification, evaluation, and placement of students into special education programs. May write the health component of the Individual Education Plan as needed
- Recommends modifications of the school program for students who require accommodations due to health deficit
- Develops and updates health care plans for students who need special nursing intervention during the school day

**Professional Development:**

- Participates as a member of her/his professional school nursing and education organization and utilizes continuing education opportunities to enhance professional knowledge in both nutrient and education fields
- Participates as a member of the faculty on district committees and association activities including monthly meetings
- Participates as an active member of the school community, representing health/wellness

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing.
- Knowledge of current medical technology.
- Knowledge of data usage, including collection, analysis, interpretation, and reporting.
- Ability to do perform multiple administrative functions simultaneously.





## The Humboldt Schools.

*Motivating achievement since 1906.*

### JOB DESCRIPTION

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- Ability to do mathematical computations.
- Ability to maintain confidentiality.
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- Current RN License
- Current Cardiopulmonary Resuscitation Program completed
- Certified Hearing Screening Technician
- Prior professional nursing experience, preferred pediatric, adolescence of community, mental health nursing, and health program
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty pounds.

### **WORK ENVIRONMENT:**

Indoor school environment. This position regularly works indoors, but may work outdoors on occasion in all types of weather conditions. The noise level in the work environment is quiet to moderate and may become excessively noisy at times. Will have contact with students, staff, external agencies and the public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>OCCUPATIONAL THERAPIST</b>
<b>DEPARTMENT:</b>	Special Services
<b>REPORTS TO:</b>	Director of Special Services
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Class E
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides the District with an occupational therapy services geared to assist special needs students to ensure a positive learning environment that enables these students to benefit from the instructional program.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assesses students requiring occupational therapy and determines the evaluation information to be collected, and the methods and instruments to be used to best meet each student's individual needs
- Administers assessment tools and data collection procedures
- Contributes to the IEP process and assists in writing goals and objectives related to specialized instruction for each student requiring occupational therapy; attends and contributes to IEP meetings for identified students
- Develops and coordinates intervention plans when necessary
- Implements intervention plans directly or in collaboration with others, such as teachers and/or other specialists
- Monitors each student's response to their specific intervention plan and modifies the plan as needed
- Communicates and collaborates with other education team members, family members or other identified caregivers
- Maintains records required by all relevant regulatory agencies and the school system
- Updates, at least annually, IEP goals and objectives and the evaluation of the student's current status
- Provides supervision Certified Occupational Therapy Assistants (COTA) in accordance with the COTA's level of skill and role performance
- Provides functional supervision to co-workers in areas of expertise and experience
- Assists the District in providing an effective learning environment
- Maintains vigilance to signs of child abuse or neglect
- May travel to different campuses to provide occupational therapy services to identified special needs students
- Completes all applicable Medicaid Direct Service reimbursement claims paperwork and submits on a monthly basis
- Assists in special class presentations, field trips and activities, as requested

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of disabling conditions that occur before and after birth, as well as the effects on students as related to educational performance
- Ability to operate standard classroom related learning tools and equipment, including occupational therapy related equipment.
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting.
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision



**The Humboldt Schools.**  
*Motivating achievement since 1906.*

**JOB DESCRIPTION**

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- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict in a professional manner

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Occupational Therapy degree from an accredited university
- Current Arizona state Occupational Therapist license
- Pediatric occupational therapy experience preferred
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop, kneel and walk. The employee may be required to move twenty pounds and could occasionally lift or move up to fifty pounds.

**WORK ENVIRONMENT:**

Indoor school environment. This position regularly works indoors. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



The Humboldt Schools.  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>ONLINE FACILITATOR TLC</b>
<b>DEPARTMENT:</b>	High School
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Cert
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Develop sustained campus and district leadership that will plan and implement innovative online curriculum that results in students accessing digital tools and resources. Provide leadership to ensure high standards of instructional service and alignment with the Humboldt Unified School Districts customer service standards.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Regular meetings and monitoring the progress of assigned students.
- Keeping up with start dates and end dates of each student.
- Coordinate with multiple offices and departments to develop the students' academic plan.
- Oversee compliance with district policies, success of instructional programs, and operation of all Virtual Online School activities.
- Immerse students in technology to increase the academic achievement, resulting in decreasing the gap on AIMS scores, AP test scores, College Entrance Exam scores, and graduation rates.
- Enhance course selections available to At-Risk students in a non-traditional learning environment to promote remaining in school and increasing graduation rates.
- Provide high-quality orientation to ensure the effective use of technology in the Humboldt Virtual Online School as well as model the effective use of technology across all subject areas.
- Assist the Administration in identifying obstacles and needs related to implementation of the Virtual Online School in the classroom and determine action necessary for resolution
- Provide one-on-one instruction to end users (orientation and Final exam)
- Monitor facilities/internet usage/equipment/facilitators/mentors, and student statistics.
- Evaluate online courses and monitor individual students to ensure continuing student success.
- Maintain communication with online teachers, parents, students, and school administration.
- Work cooperatively with the IT Department, Instructional Specialists, Web Master, and Curriculum Specialists to develop a web-based infrastructure and curriculum management system for the Virtual Online School.
- Work with /IT department and maintain the Humboldt Virtual Online School Website/portal to promote and inform students and public
- Assist personnel in identifying the appropriate technology and applications
- Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student centered environment.
- Regular daily attendance taken and encouraging student punctuality

**KNOWLEDGE, SKILLS & ABILITIES:**

- Familiarity with the Arizona Long Range Plan for Technology, No Child Left Behind Title 2, Part D legislation
- Ability to communicate effectively in both written and oral form -- to include lesson planning, memos, technology planning and grant writing
- Leadership and organizational skills
- Problem-solving skills compatible with the position
- Knowledge of course management systems for online instruction
- Verification that applicant has completed Aventa training-approved professional development



## The Humboldt Schools.

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### JOB DESCRIPTION

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#### **QUALIFICATIONS & REQUIREMENTS:**

##### **Education & Experience:**

- Three (3) years of recent teaching and/or administrative experience in a K-12 school setting, preferably in online learning environments for K-12 and adult learners.
- Experience with online professional development modules that incorporate video, audio and text
- Experience with multiple operating systems and platforms, as well as familiarity with Server configuration PLATO and Blackboard.
- Experience providing technical support for beginning technology users
- Experience in a campus administrative leadership position
- Valid Arizona teaching certificate in grades K-12
- Valid Arizona Driver's License with a good driving records; must meet and maintain liability coverage eligibility
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook, and Access.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

##### **WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Contact with employees, students and public.

***Disclaimer:** The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>PHYSICAL THERAPIST</b>
<b>DEPARTMENT:</b>	Special Services
<b>REPORTS TO:</b>	Director of Special Services
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Class E
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides the District with a physical therapy services geared to assist special needs students to ensure a positive learning environment that enables these students to benefit from the instructional program.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assesses students requiring physical therapy and determines the evaluation information to be collected, and the methods and instruments to be used to best meet each student's individual needs
- Administers assessment tools and data collection procedures
- Contributes to the IEP process and assists in writing goals and objectives related to specialized instruction for each student requiring physical therapy; attends and contributes to IEP meetings for identified students
- Develops and coordinates intervention plans when necessary
- Implements intervention plans directly or in collaboration with others, such as teachers and/or other specialists
- Monitors each student's response to their specific intervention plan and modifies the plan as needed
- Communicates and collaborates with other education team members, family members or other identified caregivers
- Maintains records and student files required by all relevant regulatory agencies and the school system
- Updates, at least annually, IEP goals and objectives and the evaluation of the student's current status
- Provides functional supervision to co-workers in areas of expertise and experience
- Maintains vigilance to signs of child abuse or neglect
- May travel to different campuses to provide physical therapy services to identified special needs students
- Completes all applicable Medicaid Direct Service reimbursement claims paperwork and submits on a monthly basis
- Assists in special class presentations, field trips and activities
- Handles routine clerical work

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of disabling conditions that occur before and after birth, as well as the effects on students as related to educational performance
- Ability to operate standard classroom related learning tools and equipment, including physical therapy related equipment
- Ability to work with students with special needs
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members



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**JOB DESCRIPTION**

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- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict in a professional manner

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Physical Therapist degree from an accredited university
- Current Arizona state Physical Therapist license
- Pediatric physical therapy experience preferred
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop, kneel and walk. The employee may be required to move twenty pounds and could occasionally lift or move up to fifty pounds.

**WORK ENVIRONMENT:**

Indoor school environment. This position regularly works indoors, and may work outdoors on occasion in all types of weather conditions. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>PLAYGROUND AIDE</b>
<b>DEPARTMENT:</b>	School
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 2
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Assists with supervising the playground before school and during recess periods to ensure the security and safety of all students in support of District Board goals.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Oversees the activities of all children while they are at recess and may also oversee playground activities before school begins at assigned school sites
- Promotes positive student behavior by setting a good example and treating all students with respect and courtesy
- Oversees student behavior during recess periods, maintains proper student conduct standards and brings serious issues to the attention of site administrators
- Ensures student safety in both outdoor and indoor activity areas (when required); monitors all playground equipment and grounds for safety
- Actively assists teachers who may also be providing recess supervision
- Provides administrative clerical support as directed

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of applicable federal and state regulations
- Ability to work with school aged children.
- Ability to communicate effectively verbally and in writing
- Ability to perform duties with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High school diploma required
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance





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**JOB DESCRIPTION**

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**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Works primarily outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally noisy and may become excessively noisy at times. Contact with employees, students and public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>PRESCHOOL AIDE</b>
<b>DEPARTMENT:</b>	Special Services
<b>REPORTS TO:</b>	Classroom Teacher / Preschool Coordinator
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 4
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides assistance preschool children with disabilities or special needs, or with typical development, while supporting the District's efforts to provide a safe environment and a meaningful and fulfilling preschool education for all attending preschoolers.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Change or place diapers on children as needed and assist children with using toileting and hand-washing
- Assist with food preparation, food service, sanitary food handling and storage and assist children by tube feeding when necessary
- Continuous observation for signs of illness and infestations, such as lice/mites, or child abuse or neglect
- Ensure the safety of all children during outdoor activities in approved designated areas
- Utilizes sanitary measures, such as approved hand washing techniques, to ensure a healthy environment
- Provide child guidance and administers appropriate and approved measures of discipline; informs supervisor of serious student behavioral problems as needed
- Lead or facilitate developmentally appropriate group activities (centers)
- Maintains accurate and up to date on health needs, nutritional requirements, allergies, adaptive devices information for classroom children
- Supervise students outside of the classroom where and when requested
- Complete and submit all applicable Medicaid Direct Service reimbursement claims paperwork
- Promote positive student behavior by setting a good example and treating all fellow staff members and students with respect and courtesy
- Attend ongoing training as needed to stay informed of developments in the profession
- Collect data on students' abilities and input into the GOLD assessment system

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to use standard classroom equipment
- Ability to deal effectively with special needs and pre-school aged children
- Ability to communicate effectively verbally and in writing
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School Diploma or equivalent required



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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- CPI Training desirable
- Previous pre-school experience preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance
- Able to obtain current First Aid/CPR certification

**Computer Proficiency:** Ability to check district email for important messages; Ability to enter data into online assessment system

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, kneel, stoop and walk. The employee may be required to move twenty pounds and could occasionally lift or move up to forty-five pounds.

**WORK ENVIRONMENT:**

Indoor classroom environment and outdoors with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public..

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>PRESCHOOL COORDINATOR</b>
<b>DEPARTMENT:</b>	Special Services
<b>REPORTS TO:</b>	Special Services Director
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Certified
<b>SUPERVISORY DUTIES:</b>	Preschool Aide & Teachers
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Administers the District's 'Bright Futures' program and supports the District's efforts to provide a safe environment and a meaningful and fulfilling preschool education for all attending preschoolers. Oversees the Preschool's development, supervision and alignment with district goals in accordance with state and federal requirements.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Supervise all assigned staff and conduct scheduled staff evaluations Conduct regularly scheduled staff meetings to discuss progress, plans and issues
- Reviews student IEPs to ensure compliance and recommends changes as needed
- Arranges training and development of staff members on an ongoing basis to ensure continued development and improvement
- Oversee AzEIP/DDD transitioning students and submit to ADE
- Develop and distribute annual Preschool calendar
- Coordinate and facilitate Child Find screenings every 45 days
- Conduct all Child Find exit meetings
- Organize and prepare for all preschool-to-kindergarten transition meetings
- Fills out maintenance requests and purchase requests for required supplies and equipment
- Manage accurate Preschool budget
- Arrange student transportation with district transportation personnel
- Analyze student achievement and evaluate Preschool program success rates
- Presents at Governing Board, administrative, and district meetings, as required
- Maintain current field level expertise via professional meeting attendance, reading professional journals and expert communication

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to use standard classroom equipment
- Ability to deal effectively with pre-school aged children
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Promote positive student and staff behavior by setting a good example and treating all staff and students with respect and courtesy
- Ability to communicate effectively verbally and in writing
- Ability to manage budgets and personnel
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations



**The Humboldt Schools.**  
*Motivating achievement since 1906.*

**JOB DESCRIPTION**

---

- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Bachelors degree in Special Education or related field
- AZ Teaching Certificate (Early Childhood Education Preferred)
- Previous early childhood teaching experience
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook and Access.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, kneel, stoop and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor classroom environment and outdoors with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public..

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>HIGH SCHOOL PRINCIPAL</b>
<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	Superintendent
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Cert
<b>SUPERVISORY DUTIES:</b>	Teachers, Classified Staff
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides administrative, organizational and personnel administration for assigned high school by directing and recommending policies, procedures and actions pertaining to all activities at the school in order to provide a safe environment and a meaningful and fulfilling education so students receive the greatest benefits from the educational opportunities available. Ensures that assigned high school remains aligned with district goals and in accordance with state and federal requirements.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

**Leadership Behavior:**

- Involves Administrative Team, staff, parents, students and the community in the identification and accomplishment of the District's mission and goals
- Recognizes the needs of staff and students
- Explores, assesses, develops and implements educational concepts that enhance teaching and learning
- Encourages and develops the leadership of others through empowerment and delegation
- In cooperation with Administrative Team, initiates and competently manages the change process
- Clearly identifies his/hers vision to the staff, parents, students and community
- Exemplifies the behavior expected of others
- Utilizes all available data resources in the decision making process

**Communication Skills:**

- Articulates beliefs persuasively which are congruent with district and the school's mission and goals
- Effectively communicates clear expectations to parents, staff and students
- Produces high quality written materials for distribution to staff, the parents and the community
- Communicates necessary reports to the governing Board in a clear, concise and professional manner
- Communicates to Administrative Team and Superintendent in a timely and efficient manner appropriate activities, concerns or potential problems
- Works effectively with all members of staff on school problems of significant importance
- Establishes and effectively utilizes a site council comprised of staff, parents and community members
- Works with the appropriate Administrative Team to plan, schedule and facilitate curriculum
- Works with the District Administration Team to plan, schedule and facilitate curriculum development
- Reviews and monitors the curriculum to ensure that District approved scope, sequence and content are followed
- With Administrative Team and staff, develops curriculum materials and programs that enhance student achievement
- With Administrative Team, staff and Governing Board input, provides staff development training to facilitate the implementation of District/School curriculum
- With the appropriate Administrative Team members, evaluates curriculum and modifies as needed to ensure student achievement

**Instruction:**



## The Humboldt Schools.

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### JOB DESCRIPTION

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- Explores, assesses, develops and implements best instructional strategies and techniques through the Administrative Team and staff
- In cooperation with the Administrative Team, provides staff development that ensures the continual growth of all teachers
- Articulates and implements effective management and planning processes
- Orients newly assigned staff members and assists in their development, as appropriate, through Administrative Team planning and implementation
- Provides appropriate information to the Administrative Team so that instructional techniques and strategies can be current and the best practices can be implemented

#### **Student Management:**

- Clearly communicates appropriate school rules, policies and procedures to students, staff and parents
- Follows district guidelines in disciplining students
- Applies appropriate techniques, e.g. progressive consequences, consistency, fairness, etc., when disciplining students
- Follows appropriate legal requisites in due process and procedures
- Identifies and implements new positive discipline procedures

#### **Evaluation:**

- Develops professional growth plans to improve teaching performance
- Uses due process procedures and legal assistance in dealing with disciplinary and dismissal cases
- Completes all evaluation responsibilities for certified and support personnel as District policies specify

#### **Organizational Management:**

- In cooperation with indicated Administrative staff, recruits, selects, assigns and organizes staff to optimize the achievement of the district and the school's mission and goals for the following year
- Develops and implements equitable and effective schedules
- Provide a positive, safe and orderly climate for learning
- Supervises athletic programs and other extra-curricular activities for high school students
- Assures that programs such as special education, speech, counseling are appropriately servicing students
- Develops policies and practices that assure appropriate and confidential collection and use of student data
- Manages the maintenance and operation of the physical plant
- Provides day to day operations in athletic and extra curricular programs
- Involves staff, site council and representative members of the community in the development of school budget priorities, based upon the mission and goals of the District and school
- Plans, prepares and justifies the school budget in accordance with school district budgeting procedures
- Employs and monitors acceptable accounting procedures in the maintenance of all fiscal records
- Uses cost control procedures and institutes cost-effective practices in the management of all school funds
- Follows USFR requirements in managing the Student Activity fund

#### **Professional Responsibilities:**

- Effectively deals with crisis situations by, in a timely fashion, contacting necessary agencies or persons, notifying and involving indicated school personnel and taking appropriate steps in reaching decisions for action
- Effectively responds to written and oral requests on a timely basis
- Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications and discussing problems of mutual interest with others in the field
- Attends meetings, extra-curricular activities and appropriate community events that support the school and the District's mission



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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- Maintains a high level of punctuality and attendance
- Attends seminars, classes and conferences as the Superintendent assigns
- Follows all district policies and will serve as an advocate for the school district and public education

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of data usage, including collection, analysis, interpretation, and reporting
- Ability to resolve difficult situations by applying appropriate conflict-resolution methods
- Ability to manage budgets and personnel
- Ability to communicate effectively verbally and in writing
- Ability to do perform multiple administrative functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Current Principals Certificate issued by ADE
- Masters Degree
- 2 years experience as a school administrator preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Access and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors, and outdoors at times in all types of weather conditions. The noise level in the work environment is generally moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.





**The Humboldt Schools.**  
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## **JOB DESCRIPTION**

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**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>PRINCIPAL K-8</b>
<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	Superintendent
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Cert
<b>SUPERVISORY DUTIES:</b>	Teachers, Classified Staff
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides administrative, organizational and personnel administration for assigned school by directing and recommending policies, procedures and actions pertaining to all activities at the school in order to provide a safe environment and a meaningful and fulfilling education so students receive the greatest benefits from the educational opportunities available. Ensures that assigned school remains aligned with district goals in accordance and with state and federal requirements.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

**Leadership Behavior:**

- Involves Administrative Team, staff, parents, students and the community in the identification and accomplishment of the District's mission and goals
- Recognizes the needs of staff and students
- Explores, assesses, develops and implements educational concepts that enhance teaching and learning
- Encourages and develops the leadership of others through empowerment and delegation
- In cooperation with Administrative Team, initiates and competently manages the change process
- Clearly identifies his/hers vision to the staff, parents, students and community
- Exemplifies the behavior expected of others
- Utilizes all available data resources in the decision making process

**Communication Skills:**

- Articulates beliefs persuasively which are congruent with district and the school's mission and goals
- Effectively communicates clear expectations to parents, staff and students
- Produces high quality written materials for distribution to staff, the parents and the community
- Communicates necessary reports to the governing Board in a clear, concise and professional manner
- Communicates to Administrative Team and Superintendent in a timely and efficient manner appropriate activities, concerns or potential problems
- Works effectively with all members of staff on school problems of significant importance, e.g. instruction, transportation, discipline, food service, etc.
- Applies the process of consensus building both as a leader and as a member of a group
- Establishes and effectively utilizes a site council comprised of staff, parents and community members
- Resolves difficult situations by applying appropriate conflict-resolution methods
- Achieves intended outcomes through the use of principles of motivation
- Works with the appropriate Administrative Team to plan, schedule and facilitate curriculum
- Works with the District Administration Team to plan, schedule and facilitate curriculum development
- Reviews and monitors the curriculum to ensure that District approved scope, sequence and content are followed
- With Administrative Team and staff, develops curriculum materials and programs that enhance student achievement
- With Administrative Team, staff and Governing Board input, provides staff development training to facilitate the implementation of District/School curriculum



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**JOB DESCRIPTION**

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- With the appropriate Administrative Team members, evaluates curriculum and modifies as needed to ensure student achievement

**Instruction:**

- Explores, assesses, develops and implements best instructional strategies and techniques through the Administrative Team and staff
- In cooperation with the Administrative Team, provides staff development that ensures the continual growth of all teachers
- Articulates and implements effective management and planning processes
- Orients newly assigned staff members and assists in their development, as appropriate, through Administrative Team planning and implementation
- Provides appropriate information to the Administrative Team so that instructional techniques and strategies can be current and the best practices can be implemented

**Student Management:**

- Clearly communicates appropriate school rules, policies and procedures to students, staff and parents
- Establishes high expectations for student behavior
- Follows district guidelines in disciplining students
- Applies appropriate techniques, e.g. progressive consequences, consistency, fairness, etc., when disciplining students
- Follows appropriate legal requisites in due process and procedures
- Identifies and implements new positive discipline procedures

**Evaluation:**

- Applies effective observation and conference skills
- Utilizes both formative and summative evaluation procedures
- Develops professional growth plans to improve teaching performance
- Uses due process procedures and legal assistance in dealing with disciplinary and dismissal cases
- Completes all evaluation responsibilities for certified and support personnel as District policies specify

**Organizational Management:**

- In cooperation with indicated Administrative staff, recruits, selects, assigns and organizes staff to optimize the achievement of the district and the school's mission and goals for the following year
- Develops and implements equitable and effective schedules
- Provide a positive, safe and orderly climate for learning
- Assures that programs such as special education, speech, counseling, et. al., are appropriately servicing students
- Employs principles of effective time management
- Develops policies and practices that assure appropriate and confidential collection and use of student data
- Manages the maintenance and operation of the physical plant
- Provides day to day operations in athletic and extra curricular programs
- Involves staff, site council and representative members of the community in the development of school budget priorities, based upon the mission and goals of the District and school
- Plans, prepares and justifies the school budget in accordance with school district budgeting procedures
- Employs and monitors acceptable accounting procedures in the maintenance of all fiscal records
- Uses cost control procedures and institutes cost-effective practices in the management of all school funds
- Exercises creativity in finding new resources for supporting the school's programs
- Follows USFR requirements in managing the Student Activity fund

**Professional Responsibilities:**



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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- Applies effective strategies for dealing with the dynamics and politics of school district decision-making
- Effectively deals with crisis situations by, in a timely fashion, contacting necessary agencies or persons, notifying and involving indicated school personnel and taking appropriate steps in reaching decisions for action
- Effectively responds to written and oral requests on a timely basis
- Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications and discussing problems of mutual interest with others in the field
- Attends meetings, extra-curricular activities and appropriate community events that support the school and the District's mission
- Maintains a high level of punctuality and attendance
- Attends seminars, classes and conferences as the Superintendent assigns
- Accomplishes district, school and personal goals
- Follows all district policies

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of data usage, including collection, analysis, interpretation, and reporting
- Ability to manage budgets and personnel
- Ability to communicate effectively verbally and in writing
- Ability to do perform multiple administrative functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Current Principals Certificate issued by ADE
- Masters Degree
- 2 years experience as a school administrator preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Access and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty pounds.



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## **JOB DESCRIPTION**

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### **WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors, and outdoors at times in all types of weather conditions. The noise level in the work environment is generally moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>RECEIVING CLERK</b>
<b>DEPARTMENT:</b>	School Office Administration
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 5
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Receives supplies, textbooks and equipment at assigned school location, processes purchase orders and delivers received orders to appropriate locations or departments. Serves as an information resource regarding the School's purchasing policies and procedures.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Orders all supplies and materials needed for the school year and keeps accurate inventory of those supplies throughout the school year for reordering purposes
- Process all purchase orders to local and out of state vendors and keeps accurate records of all outstanding and completed purchase orders
- Orders all textbooks per number of enrolled students and established curriculum and distributes them for the school year as needed. Textbook inventory
- Fills all teacher and staff school and office supply requisitions as needed
- Keeps workroom supplied with copy paper and other grade level paper, construction paper, paint and other materials needed by the teachers and staff
- Cross-trains for office duties and attendance duties and keeps up to date and competent in office and school matters, including enrollment of new students
- Copies all school forms as requested for office, teachers and staff
- Processes and distributes all mail daily
- Processes all staff transportation requests; keeps a schedule of requested field trips, times, etc.
- Maintains accurate accounting of all school accounts in ledger books and cross reference accounts with District Business Office
- Coordinate all school, district and state testing; oversee rules and regulations
- Prints and distributes purchase orders when requested
- Prepares various reports and retrieves records for auditors, administrators and vendors, as needed
- Maintains an updated, detailed reconciliation of vendors' monthly statements
- Assists with year-end and closing functions as needed
- Order prizes and "gift certificates" for MAC-Ro, Student of the Month, Honor Roll/Principal's List, etc.
- Enters and reports disciplinary data into required student information systems

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of state testing and SMS Schoolmaster
- Knowledge of generally accepted purchasing practices
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations



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**JOB DESCRIPTION**

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- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation professionally

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 1 year previous purchasing experience preferred
- Experience with automated purchasing/accounting systems
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, stoop, bend and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor school environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>RECEPTIONIST</b>
<b>DEPARTMENT:</b>	School Office Administration
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 5
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Performs administrative and clerical duties including various typing, filing, mail distribution, and related duties; greets and directs visitors, parents, students, and staff. Answers, screens and directs incoming phone calls. Uses various computer programs to maintain records, documents and reports.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Answers phones, providing superior customer service, and forwards calls or takes messages, if necessary; makes call-backs whenever needed
- Checks phone system for messages and distributes to appropriate parties
- Greets and assists or directs visitors
- Locates and call students out of class upon request, collects applicable interview forms as required by law
- Assigns and maintains records of parking lot stickers for students and faculty members (NA at MS)
- Prepares and distribute daily announcements to staff and teachers (Principal)
- Receives all forms and bus notes (Attendance Secretary)
- Signs out all students leaving early and signs in late arrivals (Attendance Secretary)
- Coordinates homework requests between teachers and students
- Instructs, directs and evaluates student aides, and keeps file on contracts
- Orders all office supplies and maintain records of completed and outstanding purchase orders

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of phone systems and general office administrative operations
- Ability to communicate effectively verbally and in writing
- Ability to do mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 1 year previous clerical or receptionist experience preferred
- Experience with modern phone systems
- Any equivalent combination of training, education and experience that meets minimum requirements





**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook, Access and job specific computer programs.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit and occasionally stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, staff and the public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>REGISTRAR</b>
<b>DEPARTMENT:</b>	School Office Administration
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 7
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Responsible for all confidential student information; compilation, data input, distribution and preservation for the entire student body, both past and present. Organizes and monitors the registration and withdrawal process. Maintains school student enrollment and academic records. Edits, stores, prepares and distributes reports on grades.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Requests copies of transcripts and related records for all new incoming students.
- Verifies that all required data (registration forms, special needs surveys, language surveys, immunization records, birth certificates, transcripts, proof of residency) are included in each student's file
- Distributes special needs surveys to teachers for new HUSD students; collects completed surveys and follows up on any indicated problems
- Fulfills transcript requests and all other related records for all current and past students
- Translates and inputs all new incoming students transcript grades into Schoolmaster
- Processes and verifies information for all withdrawing and non-attendance students
- Runs progress reports every 3 weeks for the entire school and distributes
- Each semester runs a Mark Verification for verification purposes, as well as runs an "F" list
- Collects all teacher grade books and finals at year end
- Inputs SAT, ACT, PSAT, AP test scores into Schoolmaster and files test results in student's files as well as distributes student/parent copies
- Compiles and summarizes necessary data for various intricate AZ state reports; runs various reports in Schoolmaster for faculty and staff as needed
- Creates, organizes and maintains cumulative folders for all present and past students' files
- Assists Senior Counselors with grad lists, name verifications, diploma ordering and sign offs of senior cards and creates archive files for senior class
- Trains and supervises Records Aide on various assignments to be completed
- Researches any controversial student legal guardian issues as they may arise
- Keeps abreast of all legal regulations as they pertain to student cumulative folder information release, confidentiality, record retention and disposition
- Creates and maintains a comprehensive Registrar Department Procedure Handbook as well as an up to date flow chart of student registration procedures; trains and implements

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of general office administrative operations
- Ability to communicate effectively verbally and in writing
- Ability to do mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 1 year previous clerical experience
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook, Access and job specific computer programs.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, staff, external agencies and the public.

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**JOB DESCRIPTION**

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**JOB TITLE:** REGISTRAR - SPECIAL SERVICES  
**DEPARTMENT:** Special Services Office  
**REPORTS TO:** Director of Special Services  
**FLSA STATUS/CLASSIFICATION:** Non-Exempt; Class 7  
**SUPERVISORY DUTIES:** None  
**APPROVED ON:** xx/xx/2014

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**SUMMARY:** Responsible for all confidential student information; compilation, data input, distribution and preservation for all special education students files, both past and present. Organizes and monitors the special education registration process. Maintains school special education student's enrollment and academic records. Edits, stores, prepares and distributes reports.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Requests copies of special education related records and 504 records for new and withdrawn students
- Verifies that all required data (registration forms, MET, IEP or 504, special needs surveys, language surveys are included in each student's file
- Inputs and/or changes all special education programs in the student management system
- Registers, withdraws and tracks attendance for special education students into SAIS online
- Runs SAIS reports and integrity errors for review and corrections
- Assists Director with annual special education census counts
- Creates, organizes and maintains special education files
- Enters student data in the district IEP program
- Uploads data from student management system to IEP program and Medicaid billing software
- Registers providers with AHCCCS, submits their monthly billing and ensures current certifications
- Processes and maintains Medicaid related records and reports for students, providers and aides.
- Works with district personnel in relation with IEP/504, student management, Medicaid and SAIS related programs
- Fulfills records requests and all other related records for all current and past special education students
- Compiles and summarizes necessary data for various AZ state reports; runs various reports in IEP program and student management system for faculty and staff as needed
- Creates, organizes and maintains special education folders for all present and past special education students' files
- Keeps abreast of all legal regulations as they pertain to student special education records information release, confidentiality, record retention and disposition as well as Medicaid, AHCCS & ADE laws
- Track and submit all incoming Medicaid payments

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of general office administrative operations
- Ability to communicate effectively verbally and in writing
- Ability to do mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- 1 year previous clerical experience within in school district setting preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook, Access and job specific computer programs.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move twenty pounds and could occasionally lift or move up to fifty pounds.

**WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, staff, external agencies and the public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>RESOURCE AIDE</b>
<b>DEPARTMENT:</b>	Special Services
<b>REPORTS TO:</b>	Classroom Teacher / Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 3
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Assists classroom teachers in providing a well-organized classroom environment to ensure a positive learning environment that enables students to benefit from instructional program required by the IEP.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists teachers in providing an effective learning environment
- Assists teachers in lesson preparations
- Assists teacher in preparation of instructional materials
- Maintains vigilance to signs of child abuse or neglect
- Provides positive reinforcement for students
- Supports the teacher in maintaining classroom control
- Assists in special class presentations, field trips and activities, as requested
- Assists with evaluating and testing students, as requested by teacher
- Handles routine clerical work, as assigned
- Supervises students outside of the classroom when requested
- Assists the teacher with instruction and evaluation of student work
- Works with small groups and/or 1-on-1 with students to help ensure understanding of lessons and reinforces material introduced by the teacher
- Assists teacher in checking notebooks, correcting papers and supervising make-up work
- Helps collect data as required by the IEP as requested
- Participates in professional growth activities such as training programs and continuing education
- When applicable, completes all Medicaid Direct Service reimbursement claim paperwork and submits monthly
- Reinforcement of classroom behavior plans and its rewards and/or consequences
- Assist students in mainstreamed classes
- Directs and redirects students during school-wide activities
- Collaborates among special education classroom teacher and general education staff

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard classroom related learning tools and equipment
- Ability working with school age children
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members



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**JOB DESCRIPTION**

---

- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation with professionalism

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- Previous classroom instruction experience preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook, Access and job specific computer programs.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor classroom environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

***Disclaimer:** The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>SCHOOL PSYCHOLOGIST</b>
<b>DEPARTMENT:</b>	Special Services
<b>REPORTS TO:</b>	Director of Special Services
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Classified
<b>SUPERVISORY DUTIES:</b>	School Psychologist Intern
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Determines eligibility for placement of exceptional children in the least restrictive environment, and assists in providing students the fullest possible educational experience. Duties are to be performed in accordance with district policies and procedures and applicable state laws.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Follows the guidelines for exceptional children as set forth in the State of Arizona's Special Education Rules and Regulations and aids school personnel on interpretation and implementation of these guidelines
- Conducts diagnostic studies to identify child's needs, limitations, and potentials, observing child in classroom and at play, studying school records, consulting with parents and school personnel, and administering and interpreting diagnostic findings; assesses strengths and weaknesses of referred students and recommends placement for all exceptional student through these testing and diagnostic practices
- Deals sensitively with confidential information
- Interprets the school psychological services and special education programs; provides or and assists with in-service training
- Prepares and submits required reports
- Works with a variety of school personnel, including students, via the consultation model to assist pupils to achieve personal, social, and emotional adjustments
- Collaborates with staff regarding research to aid in introduction of programs in schools to meet current psychological, educational, and sociological needs of children
- Refers individuals to community agencies to secure medical, vocational, or social services for child or family
- Serves as consultant to staff, the school board, the Superintendent, administrative committees, and parent teacher groups in matters involving psychological services within the educational system or school
- Attends staff, professional, and interagency meetings
- Cooperates with community health and social welfare programs
- Keeps abreast of new developments in the field, and participates in in-service meetings
- Is involved in the planning and development of additional special education services

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing
- Knowledge of current accepted practices in the field of psychology
- Knowledge of data usage, including collection, analysis, interpretation, and reporting
- Ability to perform multiple functions simultaneously
- Ability to do mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations





**The Humboldt Schools.**  
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**JOB DESCRIPTION**

---

- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict in a professional manner

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Master's degree or higher
- Arizona School Psychologist Certification
- Prior professional experience
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty pounds.

**WORK ENVIRONMENT:**

Indoor school environment. This position regularly works indoors. The noise level in the work environment is quiet to moderate and may become excessively noisy at times. Will have contact with students, staff, external agencies and the public.

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### JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>SCHOOL PSYCHOLOGIST INTERN</b>
<b>DEPARTMENT:</b>	Special Services
<b>REPORTS TO:</b>	Director of Special Services
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Class
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** While under the supervision of a certified school psychologist, determines eligibility for placement of exceptional children in the least restrictive environment and assists in providing students the fullest possible educational experience. Duties are to be performed in accordance with district policies and procedures and applicable state laws.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Follows the guidelines for exceptional children as set forth in the State of Arizona's Special Education Rules and Regulations and aids school personnel on interpretation and implementation of these guidelines
- Conducts diagnostic studies to identify child's needs, limitations, and potentials, observing child in classroom and at play, studying school records, consulting with parents and school personnel, and administering and interpreting diagnostic findings; assesses strengths and weaknesses of referred students and recommends placement for all exceptional student through these testing and diagnostic practices
- Deals sensitively with confidential information
- Interprets the school psychological services and special education programs; provides and assists with in-service training
- Prepares and submits required reports
- Works with a variety of school personnel, including students, via the consultation model to assist pupils to achieve personal, social, and emotional adjustments
- Collaborates with staff regarding research to aid in introduction of programs in schools to meet current psychological, educational, and sociological needs of children
- Refers individuals to community agencies to secure medical, vocational, or social services for child or family
- Serves as consultant to staff, the school board, the Superintendent, administrative committees, and parent teacher groups in matters involving psychological services within the educational system or school
- Attends staff, professional, and interagency meetings
- Cooperates with community health and social welfare programs
- Keeps abreast of new developments in the field, and participates in in-service meetings
- Is involved in the planning and development of additional special education services

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing
- Knowledge of current accepted practices in the field of psychology
- Knowledge of data usage, including collection, analysis, interpretation, and reporting
- Ability to perform multiple functions simultaneously
- Ability to do mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

---

- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict in a professional manner

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Pursuing a Master's degree or higher in School Psychology
- Prior professional experience
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**WORK ENVIRONMENT:**

Indoor school environment. This position regularly works indoors. The noise level in the work environment is quiet to moderate and may become excessively noisy at times. Will have contact with students, staff, external agencies and the public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>SPECIAL EDUCATION INSTRUCTIONAL SPECIALIST</b>
<b>DEPARTMENT:</b>	Special Services Office
<b>REPORTS TO:</b>	Director of Special Services
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Certified
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Acts as the administrative designee for the Special Services Director to assist Special Services staff per established departmental and district policies, and state and federal requirements.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Develops and presents workshops on effective classroom instruction
- Observes classroom teachers and provides follow-up instructional conferences relative to their use of effective instructional strategies
- Develops and models instructional lessons for special education teachers
- Assists teachers with planning classroom lessons and implementing special education services
- Coordinates activities with other Instructional Specialists and District Curriculum Specialists
- Attends training sessions designed to maintain and advance their staff development skills
- Assists teachers with the implementation of instruction and assessment of student IEP goals
- Assists teachers and site administrators by recommending alternative methods or materials to be used to meet the education needs of the students not eligible for special education programs
- Assists with Special Education and related issues, in-services, and other related meetings for staff
- Evaluates training needs and provides staff development as necessary for IEP compliance
- Evaluates teacher performances in Special Education programs as requested by site administrators and makes suggestions for improvement as needed
- Ensures that the special education teaching staff is knowledgeable in curriculum, district initiatives, current best practices, and legal updates, etc.
- Mentors new Special Education staff as necessary, evaluating progress providing feedback for IEP compliance and IEP meetings
- Visits schools and classrooms on a regular basis to ensure effective implementation of programs and instructional, research-based practices

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting.
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response



## The Humboldt Schools.

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### JOB DESCRIPTION

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#### **QUALIFICATIONS & REQUIREMENTS:**

##### **Education & Experience:**

- Bachelors degree in Special Education or related field preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook and Access.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

##### **WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>SPEECH LANGUAGE PATHOLOGIST</b>
<b>DEPARTMENT:</b>	Special Services Office
<b>REPORTS TO:</b>	Director of Special Services
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Classified E
<b>SUPERVISORY DUTIES:</b>	Speech Therapy Aide
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Identifies, evaluates, diagnoses, and treats speech, voice, fluency and language disorders and disabilities through direct intervention, and collaboration with teachers, parents, and other related service providers to provide the student skills and access required to benefit from their educational experience. Duties are to be performed in accordance with district policies and procedures and applicable state laws.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Diagnoses and identifies students with articulation, voice, fluency (stuttering) and/or language delays and disorders using standardized, norm referenced test instruments to include determining type and severity of disorders
- Develops speech and language treatment plans to include determining goals, objectives, methods, materials, frequency, duration, and accommodations/modifications to affected student's educational environment
- Designs, implements and develops activities and original instructional aids which are relevant, which enhance the effectiveness of instruction, and address treatment plans to include determining appropriate number of activities, and scheduling activities
- Consults and provides ideas to teachers and parents regarding speech and language development and disorders to include determining the needs of the child
- Provides direct therapy and instruction to students to include analyzing, reviewing, and revising student progress and communicating with teachers and parents; prepares therapy space for instruction
- Prepares paperwork and reports, to include compliance with state and federal guidelines including all relevant information
- Develops a variety of instructional strategies by maintaining current knowledge of standards and current practices in the field by consulting with current resource material, colleagues, and conferences; contributes to the professional growth of colleagues
- Submits Medicaid billing as required
- Deals sensitively with confidential information
- Refers individuals to community agencies to secure additional resources and services for child and family
- Serves as consultant to staff, the school board, the Superintendent, administrative committees, and parent teacher groups in matters involving speech services within the educational system or school
- May oversee individual duties and responsibilities of teaching staff as pertains to designing and/or following student IEPs
- Attends staff, professional, and interagency meetings
- Cooperates with community health and social welfare programs
- Is involved in the planning and development of additional district speech pathology services

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing
- Knowledge of current accepted practices in the field of speech pathology
- Knowledge of data usage, including collection, analysis, interpretation, and reporting
- Ability to do perform multiple administrative functions simultaneously



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### JOB DESCRIPTION

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- Ability to do mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict with professionalism

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- Master's degree or higher
- Arizona School Speech Pathologist Certification
- Arizona Department of Health Services License
- Certificate of Clinical Competence (CCCs) preferred
- Prior professional experience
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty pounds.

#### **WORK ENVIRONMENT:**

Indoor school environment. This position regularly works indoors. The noise level in the work environment is quiet to moderate and may become excessively noisy at times. Will have contact with students, staff, external agencies and the public.

**Disclaimer:** *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>SPEECH THERAPY AIDE</b>
<b>DEPARTMENT:</b>	Special Services
<b>REPORTS TO:</b>	Speech Pathologist / Director of Special Services
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 4
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Assists the District's Speech Language Pathologist in providing a speech therapy program geared to help special needs students in the areas of speech and communication that helps to ensure a positive learning environment that enables these students to benefit from the instructional program.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists teachers and therapists in providing an effective learning environment
- Presents lesson plans geared to each student's goals under guidance from the Speech Language Pathologist designed to help special needs students in the areas of communication, reading and socialization
- Assists the speech therapist with those special education students who need extra help with articulation, language, fluency or voice problems
- Maintains vigilance to signs of child abuse or neglect
- Suggests IEP goals for each student to be written into the IEP (when needed)
- Attends and contributes to IEP meetings for identified students (when needed)
- Maintains records of each student's progress as directed by supervising SLP
- May travel to different campuses to provide services to students
- Completes all applicable Medicaid Direct Service reimbursement claims paperwork and submits on a monthly basis
- Assists the Speech Language Pathologist with the preparation and evaluation of learning materials; may assist the classroom teacher in same as directed.
- Provides positive reinforcement to all students
- Assists in special class presentations, field trips and activities

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard classroom related learning tools and speech therapy related equipment
- Understanding of how to work with students with special needs
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict with professionalism





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**JOB DESCRIPTION**

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**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- Previous speech therapy experience desirable
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**WORK ENVIRONMENT:**

Indoor classroom environment. This position regularly works indoors. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

***Disclaimer:** The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>SUPERINTENDENT</b>
<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	Governing School Board
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Class
<b>SUPERVISORY DUTIES:</b>	Directors, Principals, Clerical Staff
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Enforces the statutes of the state of Arizona, the rules of the State Board of Education and the policies of the Governing Board of the District. Responsibilities include the administration of the school system in all aspects, and ensures they are carried out in accordance with the policies of the Board. May establish regulations for the administration of the District that are in compliance with all appropriate statutes or regulations of the State Board of Education and the policies of the Governing Board. Shall supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of Arizona, rules of the Arizona State Board of Education, and adopted policies of the Governing Board.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

**Education**

- Administers the development, coordination, maintenance, and evaluation of the educational program
- Supervises methods of teaching, supervision, and administration in effect in all district schools
- Keeps informed of modern educational research and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means
- Keeps the public informed about education practices, educational trends, and the policies, practices, and needs of the District's schools

**Management**

- Ensures that all activities of the District are conducted in accordance with the laws of the state of Arizona, the regulations of the Arizona Board of Education, and the policies of the Governing Board
- Assumes responsibility for the overall financial planning of the District and for the preparation of the annual budget, and submits it to the Board for review and approval
- Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board
- Maintains records for the district in accordance with the state records retention procedures.
- Provides suitable instructions and regulations to govern the maintenance of District properties
- Provides suitable instructions and regulations to govern the safety and transportation of students
- Assumes responsibility for the use of buildings and grounds
- Recommends the locations and sizes of new school sites and of additions to existing sites; the locations and sizes of new buildings; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District
- Oversees the processing and submission of required reports
- Remains current on new legislation and implements laws within the District

**Governing Board**

- Attends and participates in all meetings of the Board and its committees, except when excused by the Board
- Takes prompt action to implement all directives of the Board
- Advises the Board on the need for new and/or revised policies



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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- Provides timely advice to the Board on the implication of changes in statutes or regulations affecting education
- Informs and advises the Board about programs, practices, and needs of the schools
- Prepares and submits to the Board recommendations relative to all matters requiring board action ensuring due diligence is demonstrated.
- Develops and implements rules and regulations in keeping with board policy
- Acts on own discretion if action is necessary in any matter not covered by Board policy, report such action to the board as soon as practicable, and recommend policy guidance in the future

**Personnel**

- Recommends to the Board the appointment or dismissal of all employees of the District
- Ensures that all employees are evaluated in accordance with the schedule established by the Board
- Determines assignments, defines the duties and coordinates and directs the work of all employees of the District

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of data usage, including collection, analysis, interpretation, and reporting
- Ability to manage budgets and personnel
- Ability to communicate effectively using all forms of communication
- Ability to multi-task
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Masters Degree in Education or equivalent
- Current Superintendent Certificate preferred
- Minimum two years administrative experience as a superintendent (preferred)
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Access and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty pounds.



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## JOB DESCRIPTION

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### **WORK ENVIRONMENT:**

Indoor office environment. This position regularly works indoors, and outdoors at times in all types of weather conditions. The noise level in the work environment is generally moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

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**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>TEACHER</b>
<b>DEPARTMENT:</b>	School
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Certified
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides support to the instructional process as a teacher with specific responsibility for supervising students within the classroom and other assigned areas. This includes developing lesson plans and delivering group and/or individual student instruction within established curriculum guidelines, collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues. Additionally, the classroom teacher is to respond to a wide range of inquiries from students' parents or guardians regarding the instructional program and student progress.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Administer the curriculum guides of the District as based on state adopted standards
- Develops lesson plans and instructional materials based on district curriculum guides, standards, and expectations; includes emergency plans in the case of absence and/or illness
- Establishes and communicates well-defined objectives for each lesson, including relevant projects and activities
- Translates lesson plans into learning experiences that reflect research-based instructional strategies, including a variety of instructional strategies such as inquiries, group discussion, lecture, discovery, etc. and addresses the individual needs, interests, abilities, and maturity levels of the students
- Communicates and plans with other members of the staff in the delivery of meaningful instruction for shared students who participate in other programs such as special education programs, CTE, ELL, etc.
- Attends staff meetings and district in-service programs (see Policy GCMC)
- Serves on school and district committees as requested and able
- Is responsible for discharging instructional and non-instructional school-related activities in a thorough and timely manner
- Supervises, evaluates, and provides work assignments to assigned instructional assistants and/or student teachers; works collaboratively with teachers throughout the District; may be responsible for the evaluation and supervision of classified staff
- Acts as a supportive and contributing member of the professional staff by participating in group decision making, and contributing to the development of a positive, cooperative educational environment
- Participates in professional development activities to enhance professional skills and maintain Arizona certification
- Evaluates, provides, and maintains accurate reports and records of individual student progress on a regular basis; this includes accurate attendance records, grade reports, and special program requirements
- Identifies and refers unusual student behavior to the appropriate specialists
- Reports any student injury or illness or injury to self on school grounds or at school events to the site nurse and principal
- Enforces and follows the school and district approved discipline plan
- Is responsible for the supervision of students at all times on school grounds or at school events
- Knows and observes Board policies and regulations
- Advises administration in accordance with established policies and completes all required forms accurately and in a timely manner.
- Accounts and maintains inventory for classroom, school and district property as required



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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- Advises administration of needed repairs, replacements and/or unsafe building conditions as soon as they occur
- Follows school regulations regarding emergency procedures
- Reports to work daily at the times assigned and remains on duty through the time prescribed Submits and justifies purchasing recommendations to support and enhance the instructional program to the Site Principal or designee
- Communicates with parents through conferences and other means to discuss student educational needs and progress
- Interprets and communicates school policies and programs to students and parents
- Maintains appropriate records as required by site and district level administration Performs those duties on school grounds or at school events which protect the health and safety of students and other employees

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing
- Knowledge of accepted instructional techniques and methods working with children
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to do perform multiple functions simultaneously
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Bachelors Degree
- Valid Arizona Teacher certificate with Required Endorsements
- Meet federal highly qualified teacher requirements
- Experience as a teacher
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, stoop, bend and walk. The employee may be required to move twenty pounds and could occasionally lift or move up to forty pounds.



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>TEACHERS AIDE</b>
<b>DEPARTMENT:</b>	<b>School</b>
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 3
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Assists classroom teachers in providing a well-organized classroom environment to ensure a positive learning environment that enables students to benefit from instructional program.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists teachers in providing an effective learning environment
- Assists teachers in lesson preparations
- Assists teacher in preparation of instructional materials
- Maintains vigilance to signs of child abuse or neglect
- Provides positive reinforcement for students
- Supports the teacher in maintaining classroom control
- Assists in special class presentations, field trips and activities, as requested
- Assists with evaluating and testing students, as requested by teacher
- Handles routine clerical work, as assigned
- Supervises students outside of the classroom when requested
- Assists the teacher with instruction and evaluation of student work
- Works with small groups and/or 1-on-1 with students to help ensure understanding of lessons and reinforces material introduced by the teacher
- Assists teacher in checking notebooks, correcting papers and supervising make-up work
- Participates in professional growth activities such as training programs and continuing education
- Reinforcement of classroom behavior plans and its rewards and/or consequences
- Directs and redirects students during school-wide activities

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard classroom related learning tools and equipment
- Ability working with school age children
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation with professionalism

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**





**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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- High School diploma or equivalent
- Previous classroom instruction experience preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook, Access and job specific computer programs.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoor classroom environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

***Disclaimer:** The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>TITLE I AIDE</b>
<b>DEPARTMENT:</b>	School/Federal Programs and School Improvement
<b>REPORTS TO:</b>	Teacher Title I
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 3
<b>SUPERVISORY DUTIES:</b>	none
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Assists Title I teachers in providing a well-organized Intervention program to students who are in need of supplemental instruction in reading and or math.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists teachers in providing an effective learning environment
- Prepares instructional materials as requested by the teacher
- Collects Title I reporting data
- Maintains vigilance to signs of child abuse or neglect
- Participates in professional growth activities
- Provides positive reinforcement for students
- Assists with evaluating and testing students individually when requested
- Handles routine clerical work as assigned
- Supervises students outside of the classroom where requested
- Assists the teacher during instruction and evaluation of student work
- Works with small groups or one-on-one with students to help ensure understanding of the lesson and reinforce material introduced by the teacher
- Assist teacher with administrative and/or non-instructional activities
- Provides other small group instruction with guidance from Title I Teachers
- Manages student behavior while instructing

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard classroom related learning tools and equipment
- Ability working with school age children
- Ability to communicate effectively verbally and in writing
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- Must have completed at least 2 years of college study, hold an associate's degree or higher, or passed the paraprofessional assessments in reading, writing, and mathematics
- Previous classroom instruction experience preferred



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, bend, stoop and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*



**The Humboldt Schools.**  
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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>TEACHER -TITLE I</b>
<b>DEPARTMENT:</b>	School/Federal Programs and School Improvement
<b>REPORTS TO:</b>	Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Exempt; Cert
<b>SUPERVISORY DUTIES:</b>	Title I Aide
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** The job of Title I Teacher was established for the purpose/s of developing students' academic skills through courses of study and implementing district approved Title One curriculum; addressing specific educational needs of students; providing feedback regarding student progress, expectations, goals, and activities.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Administers Title One specific assessments and/or tests for the purpose of assessing the level of students' competencies
- Advises parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations; developing methods for improvement and/or reinforcing classroom goals in the home environment
- Assesses students' (e.g. progress, expectations, goals, etc.) for the purpose of providing feedback to students, parents and administration
- Positively and effectively collaborates with a variety of parties
- Directs assistant teachers, instructional assistants, volunteers and/or student aides for the purpose of providing an effective Title I school program and addressing the needs of individual students
- Evaluates students' performance within Title One education for the purpose of determining student progress and/or developing remediation plans
- Instructs students using tier 2 and tier 3 reading interventions to appropriate students' for the purpose of improving their success in academics through a defined course of study
- Monitors student activities (e.g. classroom, lunch, campus, sporting events, dances, etc.) for the purpose of providing for the safety and welfare of students
- Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, sporting events, etc.) for the purpose of providing a safe and positive learning environment
- Participates in a variety of events (e.g. book studies, quarterly monitoring sessions, meetings, training's, workshops, seminars, etc.) for the purpose of conveying and/or gathering information required to perform function

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing
- Demonstrates methods required to perform classroom and/or subject specific assignments (e.g. phonemic, awareness, phonics, vocabulary, comprehension, fluency, etc.) for the purpose of providing an effective school program and addressing the needs of individual students
- Knowledge of accepted instructional techniques and methods working with children
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to do perform multiple functions simultaneously
- Ability to do basic mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision



## The Humboldt Schools.

*Motivating achievement since 1906.*

### JOB DESCRIPTION

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- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation professionally

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- Bachelors Degree
- Valid Arizona Teacher certificate with Required Endorsements
- Meet federal highly qualified teacher requirements
- Experience as a K-3 teacher
- Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand, stoop, bend and walk. The employee may be required to move twenty pounds and could occasionally lift or move up to forty pounds.

### **WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>TRANSPORTATION DISPATCHER</b>
<b>DEPARTMENT:</b>	Transportation
<b>REPORTS TO:</b>	Transportation Director
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 7
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Assists with the District's transportation of students and staff by setting up bus routes, maintaining bus and trip records and by dispatching buses and district vehicles to best ensure students and other official passengers are transported safely and efficiently to and from school and other school related events (field trips, athletic events, etc.).

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists the Director with setting-up of bus routes and stops, and suggesting and assisting with changes if needed
- Coordinates and dispatches all drivers for both athletic and non-athletic trips
- Effectively communicates with school staff and coaches regarding transportation schedules
- Maintains records of all bus and district vehicle usage
- Coordinates substitutes as needed for the transportation unit
- Maintain all attendance records for the transportation unit
- Performs other various departmental clerical and record keeping duties as needed
- Observes all mandatory safety regulations, policies and procedures
- May assist drivers with daily pre-trip safety inspections of vehicles; reports all defects or non-operational findings
- Communicates with teachers, principal, monitors and other officials as needed
- Must be available 24/7 for driver communication via call off phone

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Ability to operate a standard or automatic transmission motor vehicle and foot controls with two feet simultaneously
- Ability to use two-way communication equipment
- Ability to communicate effectively verbally and in writing
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- Class "B" C.D.L. with air brake and (P) passenger endorsement
- Arizona School Bus Driver certification



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**JOB DESCRIPTION**

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- Current C.P.R. and First Aide Certification
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, walk and operate hand and foot operated mechanical controls. The employee would be required to pass the physical performance test required by DPS.

**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>YOUTH TRANSITION PROGRAM SPECIALIST AIDE</b>
<b>DEPARTMENT:</b>	Special Services Office
<b>REPORTS TO:</b>	YTP Teacher Coordinator/Principal
<b>FLSA STATUS/CLASSIFICATION:</b>	Non-Exempt; Class 6
<b>SUPERVISORY DUTIES:</b>	None
<b>APPROVED ON:</b>	xx/xx/2014

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**SUMMARY:** Provides structured training at community job sites, act as liaison between employers and student employees, and assists with tutoring Youth Transition Program (YTP) students according to individual academic needs.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Participates in activities related to the recruitment of potential clients students
- Assists the YTP team by gathering student documents necessary for determining VR eligibility of student applicants
- Assists students in acquiring necessary transportation/mobility to keep appointments
- Under the supervision of the Teacher Coordinator, implements a system for disseminating YTP information to potential employers
- Analyzes work sites and matches YTP students with those that are deemed appropriate by the Teacher Coordinator and VR Counselor
- Maintains and updates a system for tracking active and inactive employers
- Provides structured training at community job sites consistent with student's targeted vocational goals
- Collects data as necessary to document student's progress on the job
- Maintains an accurate case file on each YTP student
- Gathers and organizes information that is useful for transition planning
- When appropriate, attends transition planning meetings with eligible students
- Provide support to YTP students as deemed necessary by the team
- Provides one-on-one assistance to students in the delivery of instruction for vocational, independent living, and personal/ social content areas
- Assists with teaching the YTP curriculum as directed by the YTP Teacher Coordinator
- Attend all training seminars offered VR and/or ADE regarding YTP procedures and practices
- Maintain a log all activities and time spent on the YTP

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response





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#### **QUALIFICATIONS & REQUIREMENTS:**

##### **Education & Experience:**

- High School diploma or equivalent
- Previous related experience preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

#### **WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Contact with employees, students and public.

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**JOB DESCRIPTION**

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**JOB TITLE:** YOUTH TRANSITION PROGRAM (YTP)  
TEACHER/COORDINATOR  
**DEPARTMENT:** Specialist Services  
**REPORTS TO:** Principal/Director of Special Services  
**FLSA STATUS/CLASSIFICATION:** Exempt  
**SUPERVISORY DUTIES:** YTP Specialists  
**APPROVED ON:** xx/xx/2014

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**SUMMARY:** Oversees The Youth Transition Program (YTP) that assists students' transition from school to paid, competitive employment, or post-secondary education or training. Teaches classes that focus on post-secondary goals, career exploration, job search skills and adult living based on students' interests, preferences and strengths.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Participates in fiscal planning and management activities associated with interfacing YTP with school budgets
- Works collaboratively with the school district special services office in hiring, supervising, and evaluating the Transition Specialist(s)
- Participates in the writing of continuation applications for funding the YTP
- Communicates regularly with the special services director and high school administration concerning the status of the YTP
- Serves as school district liaison to ADES/RSA and the Arizona Department of Education (ADE)
- Establishes a public relations and marketing scheme that educates administrators, teachers, parents and students to the YTP
- Coordinates activities associated with the recruitment and screening of potential YTP students
- Collaborates with the YTP team on procedures necessary for determining student eligibility
- Assists the team and the students in initial transition planning for eligible students
- Orchestrates transition planning with students, YTP staff, parents, school district personnel, related support services, and appropriate adult services
- Develops the YTP curriculum and lesson plans used for the service provision
- Teaches the YTP curriculum or supervises the teaching of the curriculum by the Transition Specialists
- Identifies needs for school and community based instructional programs in vocational, independent living, and personal/social content areas that compliments the student's job training goals
- Identifies and analyzes local community job sites to develop a variety of appropriate training options for participating students
- Implements a system for follow-up of any YTP students/clients that are no longer receiving services through the YTP, or whose file may be closed by VR
- Assumes a leadership role in the planning and documentation of all YTP team activities
- Attends all training seminars offered by RSA and ADE regarding YTP procedures and practices
- Assumes responsibility for the marketing and public relations associates with YTP in the community, and assists statewide marketing at training seminars and conferences



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- Networks with school and community personnel providing employment and transition services similar to the YTP
- Establishes procedures that ensure effective case management of YTP students by Transition Specialists
- Implements record-keeping procedures that ensure proper documentation of YTP activities, and that demonstrate collaboration between VR and the school
- Helps evaluate the effectiveness of the program from the perspectives of relevant stakeholders, including students, parents, employers, schools and rehabilitation counselors

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate standard office equipment
- Knowledge of data usage, including research, collection, analysis, synthesis, interpretation, and reporting
- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation and conflict without an emotional response

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience Required:**

- Bachelor's degree or above from an accredited four-year college or university
- Valid Arizona teacher's certificate for the appropriate grade level and/or subject matter
- Meet North Central Association requirements for subject area assigned
- Possess special area endorsements as required by state and/or federal regulations or District policy and procedures
- Ability to productively manage groups of students
- Accountability for student growth in all areas consistent with District developed objectives
- Evidence of a comprehensive background in child development, instructional strategies, classroom curricular implementation, learning theory and effective school research
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** Demonstrates general proficiency in computer programs such as Microsoft Excel, Word, Outlook, and Access.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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### **WORK ENVIRONMENT:**

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