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| | | <ul style="list-style-type: none">• Computer literacy skills |
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Revised: July 2002; April 2018, April 2019

		Department of Transportation (DOT) bus driver physical and medical requirements • Computer literacy skills
District Athletic Director	\$5,000 (year round)	• High school diploma or equivalent • 21 years of age • Valid driver's license • At least 2 years athletics experience • Knowledge and understanding of the Constitution and Bylaws of the Colorado High School Activities Association • Understanding of basic accounting and budget management skills • Experience in training and supervising extracurricular activities/athletics • Excellent written and verbal communication skills • Strong organizational skills, including inventory • Additional \$5k per year with CDL and will drive Athletic events
District Business Office Director	\$56,160 (year round) +\$3,645 = \$59,805	• Bachelor's degree • 21 years of age • At least 5 years of relevant experience • Previous supervisory and experience • Financial and Personnel management skills, including hiring, supervising and evaluating personnel • Knowledge of governmental accounting, insurance, worker's compensation, investments, accounts payable and accounts receivable • Experience in managing cash management functions including cash flow analyses of all funds and recording revenue • Experience in implementing prevailing business practices in order to improve operational efficiency and effectiveness. • Excellent written and verbal communication skills • Computer literacy skills
District Business Office Manager	\$37,440 (year round) + \$3,645 = \$41,085	• High school diploma or equivalent • 21 years of age • At least 2 years of post-secondary education or at least 2 years experience with bookkeeping and accounting practices • Knowledge of payroll processes • Knowledge of food service processes • Experience in processing W-2's, tax forms, 1099's • Excellent organization and communication skills • Ability to multitask and balance multiple projects at one time

		• Basic understanding of teaching strategies • Basic understanding of classroom management • Ability to collaborate effectively with adults from schools and community • Expertise with the Dewey Decimal System • Clerical skills • Strong written and verbal communication skills • Ability to multitask
Food Service Manager	\$30,600 (180 days) \$33,930 (\$188.50/day)	• High school diploma or equivalent • 21 years of age • At least 2 years of experience in related field • Good health and personal hygiene • Ability to work with children • Knowledge of school health standards, nutrition and school cafeteria regulations • Booking and inventory management • Computer literacy skills • Strong communication skills
District Maintenance and Facilities Director	\$45,760 (year round) + \$3,645 = \$49,405	• High school diploma or equivalent • 21 years of age • Some post-secondary education • At least 2 years experience in custodial and maintenance services • Knowledge of plumbing, HVAC, electrical, carpentry, and grounds maintenance skills • Computer literacy skills • Knowledge of general state and federal law for school facilities regulations • Valid driver's license • Computer literacy skills
District Transportation Director	\$45,760 (year round) + \$3,645 = \$49,405	• High school diploma or equivalent • 21 years of age • Some post-secondary education • Drug testing • Knowledge and understanding of state/federal transportation law • Previous management experience • Experience in recruiting, training, retraining, and evaluating employees • Understanding and ability to determine driving proficiency of school bus drivers • Maintains or must secure within 90 days a Colorado Bus Driver's license PS2 • Maintains or must secure within 90 days a Standard Red Cross First Aid Certificate and CPR Training Certificate • Vehicle and Diesel mechanic experience strongly preferred • Must meet and maintain all district, Colorado Department of Education (CDE), and

	• Basic understanding of cooking, cleaning and kitchen maintenance. • Computer literacy skills
Office Aide	• High school diploma or equivalent • English proficient • Strong communication skills • Filing and clerical skills
Business Office Assistant	• High school diploma or equivalent • At least two years of post-secondary education • English proficient • Strong communication skills • Filing and clerical skills • Excellent organization and computer literacy skills • Ability to multitask and balance multiple projects at one time • 1-3 years previous experience working with payroll and business office processes
Long Term Substitute	• High school diploma or equivalent • Requires 1, 2, 3 year substitute teaching license • English proficient • Strong communication skills • Excellent organization and computer literacy skills • Ability to plan for and deliver effective instruction • Effective classroom management skills

Exempt Positions

Title	Base Salary	Requirements
Preschool Teacher		
Custodial and Maintenance Manager	\$35,360 (year round) + \$3,645 = \$39,005	• High school diploma or equivalent • 21 years of age • Some post-secondary education • At least 2 years experience in custodial and maintenance services • Knowledge of plumbing, HVAC, electrical, carpentry, and grounds maintenance skills • Computer literacy skills • Knowledge of general state and federal law for school facilities regulations • Valid driver's license • Ability to train, support and supervise and evaluate personnel
District Library Manager	\$27,000 (180 days) +\$3,330 = \$30,330	• High school diploma or equivalent • Some post-secondary education • At least 5 years experience in related field • Ability to work with children and adults • Computer literacy skills

Support Staff Positions

All support staff positions in the school system shall be approved initially by the Board. Support staff employees, unless otherwise designated by contract or Board policy, shall serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Support staff members shall be employed for such time as the district is in need of or desirous of the services of such employees. In each case, the Board shall approve a statement of job requirements as presented by the superintendent.

Non-Exempt Positions

Title	Requirements
Bus Driver	• High school diploma or equivalent • 21 years of age • Valid Commercial Driver's License (CDL) • Ability to pass DOT physical • Current first aid card • Good driving record
Education Aide I	• High school diploma or equivalent • Ability to work with children • Some knowledge of classroom management • Computer literacy skills
Education Aide II	• High school diploma or equivalent • At least two years of post-secondary education • Two years of experience in related field • Ability to work with children • Some knowledge of classroom management • Some knowledge of teaching strategies • Computer literacy skills
Library Aide	• High school diploma or equivalent • Ability to work with children • Computer literacy skills • Filing skills • Some knowledge of Dewey Decimal System
Custodian	• High school diploma or equivalent • 21 years of age • Basic understanding of facilities cleaning and maintenance • Valid driver's license
School Secretary	• High school diploma or equivalent • Computer literacy skills • Filing and clerical skills • Basic bookkeeping knowledge • Financial literacy • Strong written and verbal communication skills • English proficient
Food Service Support	• High school diploma or equivalent • Good health and personal hygiene • Ability to work with children