



TO: Members, Calcasieu Parish School Board
FROM: Robert Barrentine, Chief Operations Officer
DATE: March 27, 2025 – 5:00 p.m.
SUBJECT: Administrative and Personnel Committee Meeting

AGENDA

A & P Committee Meeting Items

1. Notification of School Board Meetings – BCBB
2. Broadcasting and Taping of School Board Meetings – BCBJ
3. Employment of Superintendent – CED
4. Personnel Records – GAK
5. Use of Pronouns and Given Names – GAMK
6. Request for a position title change from: Director of Career and Technical Education to Administrative Director of Career and Technical Education
7. Updated Job Descriptions

A & P Committee Members:

Dean Roberts, Chair
Shawn Baumgarten
Russell Castille
Billy Breaux
Patrick Pichon

Karen Hardy McReynolds, Vice Chair
Tony O'Banion
Desmond Wallace
Dr. Betty Washington
Phyllis Ayo

Building Foundations for the Future

NOTIFICATION OF SCHOOL BOARD MEETINGS

The Calcasieu Parish School Board shall give written public notice of all regular meetings, if established by resolution, at the beginning of each calendar year. The School Board shall also give written public notice of any regular, special, or rescheduled meeting, no later than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the meeting. Such notice shall include the specified time, date, and place of the meeting. The School Board shall, in cases of extreme emergency where the need exists to convene a meeting at the earliest possible time, provide such public notice as it deems appropriate and circumstances permit.

Public notice of any meeting shall include the agenda, date, time, and place of the meeting. It shall also include sufficient information to enable the public to locate the live broadcast of the meeting. The agenda included in the notice shall be reasonably clear so as to advise the public in general terms of each subject to be discussed at the public meeting. In addition, attached to the written notice shall be information on any matters to be discussed in executive session. The notice shall indicate the following:

1. A statement identifying the court, case number, and the parties relative to any pending litigation to be considered at the meeting.
2. A statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be considered at the meeting.

Written public notice given by the School Board shall include, but not be limited to:

1. Posting a copy of the notice at the School Board's central office or by publication of the notice in the School Board's official journal no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the scheduled time of the meeting.
2. ~~Mailing a copy of the~~ Giving notice to any member of the public or the news media who requests notice of such meetings; ~~any such member of the news media shall be given notice of all meetings~~ by providing the notice to the requestor at the same time and in the same manner as is given to members of the School Board.
3. Submitting a notice of each meeting to the Commissioner of Administration in a manner and format that allows the Commissioner time to post the notice on its website prior to twenty-four (24) hours before the scheduled time of the meeting, as required or advised by the Commissioner of Administration.
4. In addition to the above, by providing notice on the School Board's website

no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays immediately preceding the meeting.

Revised: November, 2012
Revised: February 10, 2015
Revised: August, 2024
Revised: October, 2024

Ref: La. Rev. Stat. Ann. §§17:81, 42:19, 42:19.1, 42:23; Board minutes, 2-5-13, 2-10-15.

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BROADCASTING AND TAPING OF SCHOOL BOARD MEETINGS

The Calcasieu Parish School Board desires to facilitate public access to School Board meetings, to encourage public involvement, and to further improve transparency as it relates to School Board operations. To ensure such public access, the School Board shall broadcast live all of its proceedings in public meetings, including the School Board's committee meetings. *Broadcast live* means the publicly available distribution of audio and video of a meeting in real or near real time via the internet or television broadcast.

The School Board recognizes the rights of the public and members of the news media to record a public meeting. In order to help ensure proper decorum and protect the integrity of any meeting of the School Board, the Superintendent and/or his/her designee shall maintain appropriate administrative regulations and procedures governing the broadcasting or videotaping of School Board meetings. The School Board reserves the right to alter, change, or determine on a case-by-case basis for each meeting any additional regulations or procedures to assure proper decorum and protect the integrity of meetings of the School Board.

New policy: October, 2024

Ref: La. Rev. Stat. Ann. §§17:81, 42:23.

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EMPLOYMENT OF SUPERINTENDENT

The Calcasieu Parish School Board shall employ the Superintendent pursuant to a written contract for a period not to exceed four (4) years, which period, however, may extend no longer than two (2) years after the expiration of the term of office of the members of the Board electing the Superintendent. The election of the Superintendent shall require a favorable vote of a *majority of the entire membership of the School Board*.

Such contract shall provide that the Superintendent is subject to a performance evaluation by the School Board in accordance with La. Rev. Stat. Ann. §17:54. Such contract shall ~~contain but need not be limited to also provide for~~ specific performance objectives/performance targets as required by La. Rev. Stat. Ann. §17:54. In case of a discrepancy between the contract and any policy, the contract provisions shall prevail.

The School Board shall submit a copy of its current employment contract with the Superintendent to the State Superintendent of Education.

The Superintendent may choose not to enter into a subsequent contract and may either terminate his/her employment or, if he/she has acquired permanent status as a teacher, resume employment as a teacher.

The School Board shall negotiate and offer the Superintendent a new contract at the expiration of each existing contract unless a *majority of the School Board membership* votes at least ninety (90) days prior to the termination of the existing contract against offering a new contract. For new or extended contracts entered into after July 1, 2012, the School Board shall notify the Superintendent of termination of his/her contract not less than thirty (30) days prior to contract termination.

If the Superintendent is found incompetent, unworthy, or inefficient or is found to have failed to fulfill the terms and performance objectives of his/her contract or to comply with School Board policy, then the Superintendent shall be removed from office prior to the expiration of his/her contract by the concurring vote of at least ***two-thirds (2/3) of the membership of the entire School Board*** at any regular or special meeting after due notice. Before the Superintendent can be removed during the contract period, he/she shall have the right to written charges and a fair hearing before the School Board after written notice.

A School Board may place a Superintendent on paid administrative leave prior to the expiration of his/her contract:

1. For the purpose of investigating cause for termination.
2. Without cause during the final three (3) months of the term of his/her contract when the School Board has voted not to extend a new contract offer.

3. At a time as agreed by the Superintendent.
4. At a time as provided for in his/her contract.

Paid administrative leave shall be subject to the following:

1. Approval of a majority of the membership of the School Board.
2. A three (3) month time limit within a six (6) month period.
3. All compensation afforded under the terms of the existing contract.

The School Board shall notify the State Superintendent of Education any time it terminates or fails to renew its employment contract with the Superintendent, along with the reasons therefor.

INTERIM SUPERINTENDENT

The School Board may, by a majority vote of its membership, select a person to serve as the interim Superintendent in the event of the death, resignation, or termination of the Superintendent or his/her being placed on paid administrative leave in accordance with this policy.

An interim Superintendent shall have the same authority as a Superintendent. If at any point in the final three (3) months of a Superintendent's contract he/she has been placed on notice that the School Board has voted not to offer him/her a new contract and an interim Superintendent has been selected in accordance with State law, the authority delegated to the Superintendent by the School Board for hiring and placement of all school personnel shall extend to the interim Superintendent without action of the School Board.

The election of an interim Superintendent is not subject to the School Board's policy applicable to the process of selection or employment of a Superintendent or to the requirement or content of a contract.

A School Board shall not employ an interim Superintendent for longer than six (6) months in any given twelve (12) month period unless the appointment is made during the final year of the term of the majority of members.

Revised: November, 2010
Revised: June, 2012

Revised: August, 2020
Revised: October, 2024

Ref: La. Rev. Stat. Ann. §17:54; Board minutes, 5-9-06, 2-8-11, 8-7-12.

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Revised: June, 2012

Revised: August, 2020
Revised: October, 2024

Ref: La. Rev. Stat. Ann. §17:54; Board minutes, 5-9-06, 2-8-11, 8-7-12.

PERSONNEL RECORDS

The Calcasieu Parish School Board shall require the maintenance of a uniform system of personnel records for all employees. It shall be the responsibility of the Superintendent or designee to keep the records updated and complete in accordance with statutory provisions.

A personnel file shall be accurately maintained in the central administrative office for each present and former employee. These files shall contain applications for employment, references, and records relative to compensation, payroll deductions, evaluations, and such other matters as may be considered pertinent to the proper maintenance of all personnel records. It is the duty of the employee to furnish the personnel office with certificates, transcripts, statements of degrees, and other educational experience related documentation.

The Superintendent shall be designated as custodian of all personnel files and shall have the overall responsibility for maintaining and preserving the confidentiality of the files. The Superintendent may, however, designate another official to perform the duties of records management on the understanding that this official is to be held responsible for granting or denying access to records on the basis of these guidelines.

GENERAL ACCESS TO AN EMPLOYEE'S PERSONNEL FILE

Any school employee requesting to see his/her personnel file shall be given access to his/her entire personnel file, including but not limited to all documents placed in the employee's file on or before September 1, 1987. The contents of a school employee's personnel file shall not be divulged to third parties without the express written consent of the school employee, except when ordered by a court or by subpoena, or in accordance with this policy. No school system employee other than the personnel file custodian or the Superintendent for the system, or the designee of either, who shall be a school system employee, shall be allowed access to a school employee's personnel file without the school employee's expressed written consent, unless that employee is charged with the duty of supervising that particular school employee's performance. A School Board member or any other person authorized pursuant to this policy shall be permitted to examine any and all records of the school system, except school employee records relative to evaluations, observations, formal complaints, and grievances. However, in accordance with La. Rev. Stat. Ann. §17:81, the School Board, *upon a majority vote of the total School Board membership*, shall have the right to examine any and all records of the school system, including personnel records.

In case a personnel file should be accessed by the School Board or anyone else, the employee whose file was so accessed shall receive written notice of the fact and the name and title of the person who was permitted access. All persons permitted access shall maintain the confidentiality of those documents in the file that are not matters of public record.

If an employee wishes to review and/or obtain a copy of his/her personnel file, the employee must make a written request to the Superintendent or his/her designee not less than forty-eight (48) hours before the date the file will be reviewed.

REQUESTS FOR ACCESS AND INSPECTION

Additions to Personnel File

No complaint, commendation, suggestion, or evaluation may be placed in the evaluation file unless it meets the following requirements:

1. Each document concerning a school employee shall be placed in the employee's personnel file within a reasonable time and no document, except those resulting from routine recordkeeping, shall be placed in a school employee's personnel file by any school system employee, unless and until that school employee is presented with the original document and a copy thereof prior to its filing.
2. Upon receipt of the original document and copy of the same, the school employee shall sign the original document as an acknowledgement of the receipt of the copy of the document. Such signature shall not be construed as an agreement to the contents of the document.

Rebuttal and Response

Each school employee shall be given the opportunity to rebut and to respond to a document placed in his/her personnel file including but not limited to any document placed in such file on or before September 1, 1987.

1. The rebuttal and response must be in written form and once filed shall be attached to the document to which the response and rebuttal applies, and thus become a permanent part of the school employee's personnel file as long as the document remains a part of the personnel file.
2. No document or copy thereof, to which a response and rebuttal has been filed, shall be used for any purpose whatsoever unless the rebuttal and response or copy thereof is attached to the document or copy sought to be used.
3. A school employee shall have the right to receive proof of any allegations and statements contained in a document placed in his/her file that the school employee believes to be inaccurate, invalid, or misrepresented. If such proof is not presented, the document containing the allegations and statement shall be removed from the school employee's personnel file and destroyed.

If, at any time, the Superintendent takes any personnel action against an employee based upon any document that was placed in the employee's file on or before September 1, 1987, the employee shall be given the opportunity to rebut and respond to such

document.

Procedure for Filing of Rebuttal and Response

1. Any rebuttal and response to a document placed in a school employee's personnel file shall be filed by the employee within fifteen (15) school days from the date on which the school employee signs the document acknowledging its receipt.
2. The school employee may be granted an additional ten (10) school days for the filing of the rebuttal and response, provided the school employee requests such an extension in writing addressed to the personnel file custodian within the original fifteen-day period. The personnel file custodian's consent to the ten-day extension of time shall not be unreasonably withheld.
3. The rebuttal and response shall be deemed filed by the delivery of the original and one copy of the rebuttal and response to the personnel file custodian. The personnel file custodian shall then sign and date the original rebuttal and response and file the same into the school employee's personnel file. The personnel file custodian shall also sign and date a copy of the rebuttal and response and return the same to the school employee.

CONFIDENTIAL INFORMATION

Certain items in the personnel records of School Board employees shall be confidential, including:

- ~~1. The home telephone number of the employee where such employee has chosen to have a private or unlisted home telephone number because of the nature of his/her occupation with such body.~~
1. The home and personal wireless telephone number of the employee ~~where such employee has requested that the number be confidential.~~
2. The home address of the employee ~~where such employee has requested that the address be confidential, except it shall be made available to recognized educational groups.~~
3. The personal email address of the employee.
4. The social security number and financial institution direct deposit information as contained in the personnel records of an employee of the School Board. However, when the employee's social security number or financial institution direct deposit information is required to be disclosed pursuant to any other provision of law, including such purposes as child support enforcement, health insurance, retirement reporting, or to officials or employees of the school, School Board, Louisiana Department of Education, or Board of Elementary and Secondary

Education (BESE), in the performance of duties or responsibilities of the official or employee, the social security number or financial institution direct deposit information of the employee shall be disclosed pursuant to such provision of law.

5. The name and account number of any financial institution to which the public employee's wages or salary is directly deposited by an electronic direct deposit payroll system or other direct deposit system.

The above information shall not be divulged to third parties.

HEALTH AND MEDICAL RECORDS

An employee's health and medical records are deemed confidential and shall be maintained in a separate file apart from the employee's general personnel file. Such records will include:

1. Medical/health records, claim forms, life insurance application, requests for payment of benefits and all other health records of an employee and his/her dependents enrolled in the Calcasieu Parish School Board adopted insurance plan.
2. All medical records of an employee, all records of payment of compensation to an employee or his/her dependent and other records which would ascertain the identity of the injured employee or his/her dependent in a Worker's Compensation action.
3. Medical information obtained as a result of an employee's request for a reasonable work accommodation due to a disability.

There may be instances where an employee's medical information will need to be made available to certain supervisory personnel, such as where a request for a reasonable accommodation has been granted, to inform a supervisor of necessary work duties or restrictions due to an on-the-job injury, emergency treatment required by the employee, or if specific procedures are needed to aid the employee in case of fire or other evacuations. Supervisors, however, shall not have unlimited access to an employee's medical file or to information about an employee's medical condition which is unnecessary to the performance of the employee's job.

Medical information may also be made available to third parties as required by law or business necessity. For example, the School Board may be required to release such information to government officials investigating the School Board's compliance with the *Americans with Disabilities Act*, to state worker's compensation offices in accordance with Louisiana worker's compensation laws, or to insurance companies where the insurer requires a medical examination before providing health or life insurance to employees.

Confidentiality of Employee Group Health/Life Records

As part of successful internal health insurance administration, the Board shall require that employees' health/life eligibility and claim files be maintained in a confidential and uniform manner.

All eligibility and medical claim records of an employee or his/her dependent and all records of benefit payments to an employee, his/her dependent, or medical provider shall be confidential and privileged, shall not be public records and shall be used exclusively for the purpose of claims processing, eligibility determination or statistical record keeping.

Such confidentiality and privilege shall be strictly maintained by the Risk Manager and all Risk Management employees.

Nothing herein shall prohibit the communication of facts or documents that are part of an employee's claim file to that employee or his/her representative. When authorized in writing by the employee, such facts and documents contained in the employee's claim file shall be used exclusively for the purpose of claims administration and communication to third parties is strictly prohibited unless written authorization is received from the employee as indicated above.

Nothing herein shall prohibit the communication of facts, documents, or other information which are part of an employee's claim file to the System's health/life insurance carrier.

Nothing herein shall prevent the use of such records for compilation of statistical data wherein the identity, work site, and job classification of the individual are not disclosed.

As a condition of employment, Risk Management Department employees shall be required to indicate by signature, their knowledge of this confidentiality policy and their agreement to abide by same. Violation of this policy will subject the employee to discipline and upon review by the Superintendent, possibly termination. Further that any breach of confidentiality "post" employment may subject that employee to civil and/or criminal proceedings.

RELEASE OF PERSONNEL RECORDS PERMITTED

There are conditions under which personnel records of employees may be released. These conditions are:

1. Personnel records may be released to persons other than the affected employee with the written consent of the employee or as required by law or the courts.
2. Information relating to dependents and beneficiaries of deceased employees. Requests for such information may be required to be in writing.
3. In all cases, an employee shall have unlimited access to any and all information

contained in or pertaining to his/her own health record.

DEFINITIONS

Document means any written or otherwise tangible material intended to be or actually used as a part of or any evidence of the work history of any employee including but not limited to any and all reports, comments, reprimands, correspondence, memoranda, evaluations, observations, and grievances relative to a particular employee.

Personnel file means those file(s) which contain the cumulative collection of any and all documents maintained by the school system with respect to each individual employee.

Personnel file custodians (file custodians) means those persons employed by the school system charged with the duty of maintaining and preserving the personnel files.

Third party means any person or entity not regularly employed, or employed under a contract by the school system in which the employee is employed.

Revised: November, 1993
Revised: January, 1997
Revised: November, 1999
Revised: October, 2001
Revised: November, 2003
Revised: November, 2006
Revised: December 8, 2015
Revised: October, 2024

Ref: 5 USCA §552 (*Privacy Act of 1974*); La. Rev. Stat. Ann. §§17:81, 17:440, 17:1231, 17:1232, 17:1233, 17:1234, 17:1235, 17:1236, 17:1237, 17:1238, 23:1127, 23:1131, 23:1293, 44:1, 44:2, 44.4, 44:11, 44:12; Board minutes, 9-5-95, 5-7-02, 5-11-04, 2-6-07, 12-8-15.

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1. Any rebuttal and response to a document placed in a school employee's personnel file shall be filed by the employee within fifteen (15) school days from the date on which the school employee signs the document acknowledging its receipt.
2. The school employee may be granted an additional ten (10) school days for the filing of the rebuttal and response, provided the school employee requests such an extension in writing addressed to the personnel file custodian within the original fifteen-day period. The personnel file custodian's consent to the ten-day extension of time shall not be unreasonably withheld.
3. The rebuttal and response shall be deemed filed by the delivery of the original and one copy of the rebuttal and response to the personnel file custodian. The personnel file custodian shall then sign and date the original rebuttal and response and file the same into the school employee's personnel file. The personnel file custodian shall also sign and date a copy of the rebuttal and response and return the same to the school employee.

CONFIDENTIAL INFORMATION

Certain items in the personnel records of School Board employees shall be confidential, including:

1. The home and personal wireless telephone number of the employee.
2. The home address of the employee.
3. The personal email address of the employee.
4. The social security number and financial institution direct deposit information as contained in the personnel records of an employee of the School Board. However, when the employee's social security number or financial institution direct deposit information is required to be disclosed pursuant to any other provision of law, including such purposes as child support enforcement, health insurance, retirement reporting, or to officials or employees of the school, School Board, Louisiana Department of Education, or Board of Elementary and Secondary Education (BESE), in the performance of duties or responsibilities of the official or employee, the social security number or financial institution direct deposit information of the employee shall be disclosed pursuant to such provision of law.
5. The name and account number of any financial institution to which the public employee's wages or salary is directly deposited by an electronic direct deposit payroll system or other direct deposit system.

The above information shall not be divulged to third parties.

HEALTH AND MEDICAL RECORDS

An employee's health and medical records are deemed confidential and shall be maintained in a separate file apart from the employee's general personnel file. Such records will include:

1. Medical/health records, claim forms, life insurance application, requests for payment of benefits and all other health records of an employee and his/her dependents enrolled in the Calcasieu Parish School Board adopted insurance plan.
2. All medical records of an employee, all records of payment of compensation to an employee or his/her dependent and other records which would ascertain the identity of the injured employee or his/her dependent in a Worker's Compensation action.
3. Medical information obtained as a result of an employee's request for a reasonable work accommodation due to a disability.

There may be instances where an employee's medical information will need to be made available to certain supervisory personnel, such as where a request for a reasonable accommodation has been granted, to inform a supervisor of necessary work duties or restrictions due to an on-the-job injury, emergency treatment required by the employee, or if specific procedures are needed to aid the employee in case of fire or other evacuations. Supervisors, however, shall not have unlimited access to an employee's medical file or to information about an employee's medical condition which is unnecessary to the performance of the employee's job.

Medical information may also be made available to third parties as required by law or business necessity. For example, the School Board may be required to release such information to government officials investigating the School Board's compliance with the *Americans with Disabilities Act*, to state worker's compensation offices in accordance with Louisiana worker's compensation laws, or to insurance companies where the insurer requires a medical examination before providing health or life insurance to employees.

Confidentiality of Employee Group Health/Life Records

As part of successful internal health insurance administration, the Board shall require that employees' health/life eligibility and claim files be maintained in a confidential and uniform manner.

All eligibility and medical claim records of an employee or his/her dependent and all records of benefit payments to an employee, his/her dependent, or medical provider shall be confidential and privileged, shall not be public records and shall be used exclusively

for the purpose of claims processing, eligibility determination or statistical record keeping.

Such confidentiality and privilege shall be strictly maintained by the Risk Manager and all Risk Management employees.

Nothing herein shall prohibit the communication of facts or documents that are part of an employee's claim file to that employee or his/her representative. When authorized in writing by the employee, such facts and documents contained in the employee's claim file shall be used exclusively for the purpose of claims administration and communication to third parties is strictly prohibited unless written authorization is received from the employee as indicated above.

Nothing herein shall prohibit the communication of facts, documents, or other information which are part of an employee's claim file to the System's health/life insurance carrier.

Nothing herein shall prevent the use of such records for compilation of statistical data wherein the identity, work site, and job classification of the individual are not disclosed.

As a condition of employment, Risk Management Department employees shall be required to indicate by signature, their knowledge of this confidentiality policy and their agreement to abide by same. Violation of this policy will subject the employee to discipline and upon review by the Superintendent, possibly termination. Further that any breach of confidentiality "post" employment may subject that employee to civil and/or criminal proceedings.

RELEASE OF PERSONNEL RECORDS PERMITTED

There are conditions under which personnel records of employees may be released. These conditions are:

1. Personnel records may be released to persons other than the affected employee with the written consent of the employee or as required by law or the courts.
2. Information relating to dependents and beneficiaries of deceased employees. Requests for such information may be required to be in writing.
3. In all cases, an employee shall have unlimited access to any and all information contained in or pertaining to his/her own health record.

DEFINITIONS

Document means any written or otherwise tangible material intended to be or actually used as a part of or any evidence of the work history of any employee including but not limited to any and all reports, comments, reprimands, correspondence, memoranda, evaluations, observations, and grievances relative to a particular employee.

Personnel file means those file(s) which contain the cumulative collection of any and all documents maintained by the school system with respect to each individual employee.

Personnel file custodians (file custodians) means those persons employed by the school system charged with the duty of maintaining and preserving the personnel files.

Third party means any person or entity not regularly employed, or employed under a contract by the school system in which the employee is employed.

Revised: November, 1993
Revised: January, 1997
Revised: November, 1999
Revised: October, 2001
Revised: November, 2003
Revised: November, 2006
Revised: December 8, 2015
Revised: October, 2024

Ref: 5 USCA §552 (*Privacy Act of 1974*); La. Rev. Stat. Ann. §§17:81, 17:440, 17:1231, 17:1232, 17:1233, 17:1234, 17:1235, 17:1236, 17:1237, 17:1238, 23:1127, 23:1131, 23:1293, 44:1, 44:2, 44.4, 44:11, 44:12; Board minutes, 9-5-95, 5-7-02, 5-11-04, 2-6-07, 12-8-15.

USE OF PRONOUNS AND GIVEN NAMES

An employee of the Calcasieu Parish School Board shall not be required to address a student by a name other than the student's legal name, or a derivative thereof, and the employee shall not be required to use a pronoun that is inconsistent with the student's sex.

An employee shall not be subject to adverse employment action for declining or refusing to do any of the following:

- Address a person using a name other than the person's legal name, or a derivative thereof, or by a pronoun that is inconsistent with the person's sex.
- Identify his/her own pronouns, in violation of La. Rev. Stat. Ann. §17:2122.

A student shall not be subject to disciplinary action for declining or refusing to do any of the following:

- Address a person using a name other than the person's legal name, or a derivative thereof, or by a pronoun that is inconsistent with the person's sex.
- Identify his/her own pronouns, in violation of La. Rev. Stat. Ann. §17:2122.

If a school employee refers to a minor student by a pronoun that is inconsistent with the student's sex or refers to the student by a name other than the student's legal name, or a derivative thereof, the parent may seek corrective action by the school principal so that the student will be addressed according to the student's sex, as defined below.

If the school principal intentionally refuses to implement corrective action, or, if after the school principal implements corrective action, an employee intentionally refuses to honor the corrective action, then the parent shall have remedies as follow:

- An employee, parent of a minor student, or a student who has reached the age of majority aggrieved by an intentional violation of La. Rev. Stat. Ann. §17:2122 by a public school shall have a private cause of action for injunctive relief, monetary damages, reasonable attorney fees and costs, and any other appropriate relief.
- All civil actions brought pursuant to La. Rev. Stat. Ann. §17:2122 shall be initiated within two years of the violation occurring.

This policy shall not be construed to permit employees to disclose student information as prohibited under the Federal Education Records Privacy Act (FERPA), 20 U.S.C.A.

§1232(g).

DEFINITIONS

As used herein, the following terms have the following meanings:

Employee means any individual working in any capacity at a public school including but not limited to teacher s and other school employees, school bus operators, extracurricular personnel, and independent contractors.

Legal name means a person's name as may be evidenced on his/her original birth certificate issued at or near the time of birth.

Parent means a student's parent or legal guardian.

Sex means a person's immutable biological sex, either female or male, as may be evidenced on his original birth certificate issued at or near the time of birth.

Female means an individual whose biological reproductive system is developed to produce ova and who has, had, will have, or would have, but for a developmental or genetic anomaly or historical accident, the reproductive system that at some point produces, transports, and utilizes eggs for fertilization.

Male means an individual whose biological reproductive system is developed to fertilize the ova of a female who has had, will have, or would have, but for a developmental or genetic anomaly or historical accident, the reproductive system that at some point produces, transports, and utilizes sperm for fertilization.

Student means a person enrolled at a public school on a full-time or part-time basis.

New policy: October, 2024

Ref: La. Rev. Stat. Ann. §17:2122.

USE OF PRONOUNS AND GIVEN NAMES

An employee of the Calcasieu Parish School Board shall not be required to address a student by a name other than the student's legal name, or a derivative thereof, and the employee shall not be required to use a pronoun that is inconsistent with the student's sex.

An employee shall not be subject to adverse employment action for declining or refusing to do any of the following:

- Address a person using a name other than the person's legal name, or a derivative thereof, or by a pronoun that is inconsistent with the person's sex.
- Identify his/her own pronouns, in violation of La. Rev. Stat. Ann. §17:2122.

A student shall not be subject to disciplinary action for declining or refusing to do any of the following:

- Address a person using a name other than the person's legal name, or a derivative thereof, or by a pronoun that is inconsistent with the person's sex.
- Identify his/her own pronouns, in violation of La. Rev. Stat. Ann. §17:2122.

If a school employee refers to a minor student by a pronoun that is inconsistent with the student's sex or refers to the student by a name other than the student's legal name, or a derivative thereof, the parent may seek corrective action by the school principal so that the student will be addressed according to the student's sex, as defined below.

If the school principal intentionally refuses to implement corrective action, or, if after the school principal implements corrective action, an employee intentionally refuses to honor the corrective action, then the parent shall have remedies as follow:

- An employee, parent of a minor student, or a student who has reached the age of majority aggrieved by an intentional violation of La. Rev. Stat. Ann. §17:2122 by a public school shall have a private cause of action for injunctive relief, monetary damages, reasonable attorney fees and costs, and any other appropriate relief.
- All civil actions brought pursuant to La. Rev. Stat. Ann. §17:2122 shall be initiated within two years of the violation occurring.

This policy shall not be construed to permit employees to disclose student information as prohibited under the Federal Education Records Privacy Act (FERPA), 20 U.S.C.A.

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DEFINITIONS

As used herein, the following terms have the following meanings:

Employee means any individual working in any capacity at a public school including but not limited to teacher s and other school employees, school bus operators, extracurricular personnel, and independent contractors.

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Parent means a student's parent or legal guardian.

Sex means a person's immutable biological sex, either female or male, as may be evidenced on his original birth certificate issued at or near the time of birth.

Female means an individual whose biological reproductive system is developed to produce ova and who has, had, will have, or would have, but for a developmental or genetic anomaly or historical accident, the reproductive system that at some point produces, transports, and utilizes eggs for fertilization.

Male means an individual whose biological reproductive system is developed to fertilize the ova of a female who has had, will have, or would have, but for a developmental or genetic anomaly or historical accident, the reproductive system that at some point produces, transports, and utilizes sperm for fertilization.

Student means a person enrolled at a public school on a full-time or part-time basis.

New policy: October, 2024

Ref: La. Rev. Stat. Ann. §17:2122.



Calcasieu Parish School Board
Job Description
School Nutrition Program Field Manager

QUALIFICATIONS: Field Manager

REPORTS TO: School Nutrition Program Director

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Serve as the liaison between the School Nutrition Program Director and the school cafeteria manager and technicians.
2. Review and provide observations for the operation of all feeding programs at the school site.
3. Assist in providing training and technical assistance for managers and technicians as assigned by the Director.
4. Assist schools in the preparation of school cafeterias for compliance with state, federal and local agency audits.
5. Assist school administration and the SNP in recommending recruitment, retention, termination, and discipline of cafeteria managers and technicians.
6. Assist in developing marketing strategies for SNP.
7. Assist schools in the planning and preparation of special event days.
8. Conduct on-site monitoring review for each school assigned.
9. Evaluate and assist school managers in the daily reconciliation of perpetual and physical inventory.
10. Assist managers in implementation of HACCP guidelines and procedures.
11. Assist in establishing/implementing a school cafeteria emergency preparedness plan.
12. Exhibits loyalty and maintains a positive attitude in the promotion of the SNP goals.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board

Job Description Facility Manager

QUALIFICATIONS: Experience in supervision, coordinating and organizing personnel and contracts. Work experience in the area of specialty. Such additions and alternatives to the above qualifications as the Calcasieu Parish School Board may determine to be appropriate.

REPORTS TO: Chief Financial Officer

JOB GOALS: To ensure that all physical facilities, equipment and grounds are maintained.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Conducts those tasks and assignments as directed by the Superintendent of Schools and Assistant Superintendent of Auxiliary Services in an effective, efficient, and timely manner.
2. Performs and conducts all responsibilities in a manner to be rated not less than satisfactory.
3. Conducts all tasks and assignments in a competent and honest manner.
4. Is consistently supportive of the goals established for Calcasieu Parish Schools by the Superintendent of Schools and/or Board.
5. Demonstrates the ability to supervise as well as to accept supervision and directives in a productive manner.
6. Conducts the following listed tasks on a continuous basis:
 - a. Directs the minor renovation and repair of existing buildings to accommodate changing educational requirements.
 - b. Executes plans and specifications on repair and renovation projects as requested.
 - c. Directs the maintenance program of the system in the planning, selection, and assignment of personnel and general supervision of the work to ensure a proper and economical program.
 - d. Maintains school grounds and properties to ensure their safety for the public and to provide a pleasing environment.
 - e. Organizes the maintenance department in the reception, assignment, supervision and follow-up of work orders.
 - f. Evaluates all employees in the maintenance department through periodic review and, if necessary, conduct individual conferences, when necessary, in order to maintain maximum productivity.
 - g. Recommends dismissal of unsatisfactory employees after appropriate evaluation counseling and documentation.
 - h. All regulatory rules codes and regulations are followed.
 - i. Works with all professional design groups in the planning, execution, inspection and completion of all new construction, renovation and equipment replacement.
 - j. Develops plans and specification for all projects not requiring professional design personnel.
 - k. Eliminate duplication of services by coordinating job responsibilities of the three departments within the umbrella of facility management.
 - l. Coordinates the inspection of all Calcasieu Parish School Board projects with Calcasieu Parish School Board employees insuring that plans and specifications are followed.
 - m. Maintains accurate documentation on all contract projects including all warranty requirements.
 - n. Coordinates duties of janitors and maintenance personnel with the assistance of the school/site administrator.
 - o. Recommends to the Superintendent all budgets and the related matters.
 - p. Conducts other activities as assigned by the Assistant Superintendent or by the Superintendent of Schools.
7. Exhibits loyalty and maintains a positive attitude in the promotion of the school/system's goals.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Assistant Cafeteria Manager

QUALIFICATIONS: A High School Diploma or Equivalency Certificate At least one year as a technician or three years of related food service experience ServSafe or state manager training preferred

REPORTS TO: School Food Service Manager

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Assists Manager in instructing food service personnel in safe, proper and efficient use of all kitchen equipment.
2. Assists the Manager in checking food deliveries.
3. Assists with food preparation and cleaning as assigned by the Manager.
4. Assumes responsibility for storage and disposal of unused food.
5. In absence of the Manager, the Assistant Manager assumes the duties and responsibilities of the Manager
6. Assists Manager in preparing, delivering and managing a satellite school.
7. Assists Manager in preparation of reports.
8. Performs other duties as assigned by the Manager.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Purchasing Supervisor

QUALIFICATIONS: Bachelor's degree from an accredited university or college in business related field. Experience involving purchasing as major duty. Knowledge of LA bid law preferred, experience in writing bid specifications preferred. Such additions and alternatives to the above as the CPSB may determine appropriate.

REPORTS TO: Chief Financial Officer

JOB GOALS: To ensure proper purchasing procedures are implemented and utilized in the most cost-effective manner for the operation of the CPSB in accordance with its policy and applicable laws of the US and the State of LA

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Interacts with schools, departments, and personnel providing assistance in the acquisition of goods and services requested through vendor quoting, state contract pricing, or other approved contract procedures.
2. Supervise and approve daily processing of purchase orders, new vendor set up, and corrections by purchasing clerks and to maintain same in clerks' absence.
3. To delegate authority and responsibilities to other employees of the Department, as appropriate.
4. Review and approve requisitions daily for proper purchasing procedures.
5. Initiate bid procedures according to Board policy if over \$30,000 for materials and supplies.
6. Prepare and submit all bid information including advertisements, mailings, and on-line postings.
7. Attend all bid openings, prepare bid tabulations, reports and award letters.
8. Meet with vendor sales representatives who call on the Purchasing Department.
9. Serves as liaison with vendors for the purpose of monitoring and consolidation of orders for better management.
10. Works with Maintenance/Construction Departments on repairs to existing schools and facilities and to ensure that furnishings, equipment, supplies, etc. are in place with new or remodeled sites.
11. Ensure proper record retention of all purchase orders and bid transaction documents.
12. Responsible for training of new requisition entry personnel.
13. Order all supplies, materials, and equipment necessary for departmental operations.
14. Prepares annual budget for the department to be submitted for approval to the CFO and the Board.
15. Performs other duties as assigned by the CFO.
16. Exhibits loyalty and maintains a positive attitude in the promotion of the school systems goals.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Accounts Payable Supervisor

QUALIFICATIONS: High School Diploma with minimum of five (5) years of experience in an accounts payable position. Knowledgeable in the field of accounts payable and internal control procedures. Such alternatives to the above qualifications as deemed appropriate.

REPORTS TO: Chief Financial Officer

SUPERVISES: Accounts Payable Department Staff

JOB GOALS: To make payment to vendors in a timely and accurate manner, assuring that all Calcasieu Parish School Board policies and procedures are implemented and utilized.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Conducts those tasks and assignments as directed by the Superintendent of Schools and Associate Administrator of Auxiliary Services in an effective, efficient, and timely manner.
2. Performs and conducts all responsibilities in a manner to be rated not partially successful on those items listed in the Evaluation Plan as Observational Criteria and Explanation of Observational Criteria.
3. Conducts all tasks and assignments in a competent and honest manner.
4. Is consistently supportive of the goals established for Calcasieu Parish Schools by the Superintendent of Schools and/or Board.
5. Demonstrates the ability to supervise as well as to accept supervision and directives in a productive manner.
6. Conducts the following listed tasks on a continuous basis:
 - A. To maintain adequate and complete records of all vendor payments in accordance with the Record Retention Policy of the Calcasieu Parish School Board.
 - B. To review all invoices and check vouchers processed each week for proper approval, accuracy and correct distribution of checks.
 - C. To record and balance all batches from the weekly check runs and balance back to the year-to-date figures.
 - D. To request transfer of funds to the Accounts Payable bank accounts for the above-mentioned check runs.
 - E. To handle transfer of funds to the Accounts Payable bank account for the above-mentioned check runs.
 - F. To process all handwritten checks, prepare these transactions for entry on the computer, and enter these transactions on the computer before the month is closed out.
 - G. To reconcile monthly bank accounts to the general ledger. Report same to both the Director of Accounting and Budgeting and the Chief Financial Officer.
 - H. To compute sales/use tax for the bond fund invoices that are sent into this office for entry on the computer for the weekly check runs and report same to the proper taxing authorities.
 - I. To review and process sales/use tax payments for the school lunch fund and report same to the proper taxing authorities.
 - J. To assist employees as necessary by working off purchase order invoices, coding and checking for proper approval on non-purchase order invoices, data entry and/or all other tasks needed to prepare invoices for the weekly check runs.
 - K. To requisition supplies, equipment and all other items necessary to carry out the purposes and functions of the department.
 - L. To delegate authority and responsibilities to other employees of the department, as appropriate.
 - M. Attends staff meetings of the Management and Finance Departments.
 - N. Prepares an annual budget for the department to be submitted for approval to the Chief Financial Officer and the Board.
7. Exhibits loyalty and maintains a positive attitude in the promotion of the school/system's goals.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Federal Programs McKinney-Vento Advocate

QUALIFICATIONS: La. Teaching Certificate which includes certification in the area of employment as specified by Bulletin 746, Revised, Louisiana Department of Education

REPORTS TO: Director of Federal Programs

JOB GOALS: To provide appropriate and timely consultative, supportive, assessment, and instructional services for McKinney-Vento students

TERMS OF EMPLOYMENT: 202 Days: Salary to be established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Documents and assesses educational performances, work to remove barriers of McKinney-Vento Homeless/Transitional students.
2. Identify needs and make recommendations of instructional resources, which will assist
3. McKinney-Vento students with educational programs to increase student achievement. Provide school day embedded instructional tutoring services relative to the academic, social, emotional and behavioral needs of McKinney-Vento students. Maintains all necessary documentation.
4. Acts as an advocate for McKinney-Vento students, communicating with educational staff, family/parents, school counselors, school and district administrators in regard to educational intervention (s) to promote success from all educational programs for at-risk McKinney-Vento students.
5. Keep abreast of current professional literature, attend professional meeting and participate in other professional development activities relate to McKinney-Vento.
6. Work with McKinney-Vento office staff, Federal Programs Director, and Central Office Staff to provide services needed in order to provide assistance for McKinney-Vento students, including filling orders, packaging, inventorying and/or delivery of uniforms and instructional supplies.
7. Advocates for McKinney-Vento students in the role of intra-system for McKinney-Vento students having academic and/or behavioral problems.
8. Exhibits loyalty and maintains a positive attitude in the promotion of the CPSS Goals.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board

Job Description

Special Services Technical Assistant for Visual Impairments & Blindness

QUALIFICATIONS: Braille literacy certification from a competent authority; Working knowledge of computers, peripherals, Microsoft Office, software installation and common operating systems; Ability to troubleshoot software operations with the vendor and Technology Department; Organization skills; Ability to handle multiple office functions and carry through to completion within deadlines; Working knowledge of assistive equipment and it's function for students with low vision and blindness; Must have a valid driver's license, proof of insurance, and a dependable vehicle.

REPORTS TO: Supervisor of Special Services

JOB GOALS: To develop and maintain tracking systems for the Vision Department, produce Braille for individual students, and provide training and troubleshooting for specialized software and assistive devices.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Assist itinerant teachers of the visually impaired, blind, classroom teachers, and other personnel in the effective use of hardware/software and assistive devices that accommodate levels of visual acuity.
2. Develop and maintain database of selected variables by teacher caseloads.
3. Track due dates for functional vision evaluations and facilitate workflow among VI teachers
4. Develop and maintain a data base of students and eligibility reports with the Louisiana Department of Education for braille and large print materials.
5. Coordinate the ordering, delivery schedules to schools, and return of loaner material textbooks with state and federal textbook sources.
6. Maintain tracking system of adaptive hardware and software.
7. Work with teachers and vendors to make recommendations to the supervisor regarding assistive devices on the market to meet specialized student needs.
8. Track age, replacement schedules and, preventive maintenance for equipment.
9. Assist with preparation of annual reports on the use of adaptive equipment and software in various special education classes as directed by the supervisor.
10. Consult with Technology Department and troubleshoot hardware/software and network problems.
11. Communicate effectively with coworkers, teachers, and staff.
12. Ability to lift 50 lbs.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board

Job Description

Finance Buyer

QUALIFICATIONS: High School Diploma with minimum of five (5) years of experience in a purchasing position. Knowledge in the field of Bid Procedures and laws of the State of Louisiana. Such alternatives to the above qualifications as the Board may find necessary.

REPORTS TO: Chief Finance Officer

JOB GOALS: To properly achieve the acquisition of the most "cost effective" resource necessary for the operation of the Calcasieu Parish School Board in accordance with its policy and applicable laws of the United States and the State of Louisiana.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. To receive all requisitions for purchase of goods and services requested by Calcasieu Parish School Board personnel.
2. Check requisition for proper completion of form, coding, description, etc.
3. Obtain pricing for goods or services requested on requisitions through phone or written quotes from vendors.
4. Maintain a current budget line allocation-matrix for routing of requisition to approval authority, when necessary, after pricing of requisition is complete.
5. When approved requisition is returned, re-route to Director of Accounting and Budgeting for approval of budget code and signature.
6. Requisition is then given to Purchasing Secretary for processing.
7. Review and approve all "edit" printouts of requisitions for issuance of Purchase Orders.
8. Sign all issued purchase orders.
9. Supervise and approve all purchase orders and vendor corrections and changes.
10. Initiate bid procedures according to Board policy, if budgeted expense of requisition is in excess of \$10,000.00 for materials and supplies, or in excess of \$25,000.00 for labor and materials.
11. Prepare and submit all bid information pertinent to purchasing, to the Superintendent's office for scheduled Calcasieu Parish School Board meetings and to the Official Journal for bid advertisements.
12. Attend all bid openings, and prepare bid tabulations, reports, award letters, etc.
13. Receive and meet with vendor representatives who choose to call on Calcasieu Parish School Board.
14. Attend staff meetings of the Finance and Management Departments.
15. Maintain files of all requisitions, purchase orders and bid transactions in accordance with the Record Retention Policy of the Calcasieu Parish School Board.
16. Maintain microfiche of state-contract items and numbers.
17. Supervise the ordering of all supplies, materials and equipment necessary for departmental operations.
18. Maintain daily processing of purchase orders during purchasing secretary's absence.
19. To assign to part-time clerk daily job assignments that will assist the buyer and purchasing secretary in achieving completion of daily processing of purchase orders.
20. Performs other duties as assigned by the Associate Administrator for Management and Finance.
21. Exhibits loyalty and maintains a positive attitude in the promotion of the school system's goals.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board

Job Description Educational Interpreter

QUALIFICATIONS: Certification from state or national organization. Pass pre-hire screening of the Educational Interpreter Performance Assessment (EIPA). Meet Louisiana Department of Education EIPA Requirements for Educational Interpreters (written and performance assessments)

REPORTS TO: Principal or Coordinator for the Deaf/Hard of Hearing

JOB GOALS: To assist students who are deaf and/or hard of hearing achieve maximum potential.

TERMS OF EMPLOYMENT: 180 days per year at a salary established by the board

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Provide the related services of interpreting and/or transliterating according to specifications in the student's Individualized Education Plan.
2. Use planning time to prepare for lectures, videotapes, etc., as necessary for the successful interpreting and/or transliterating of academic content.
3. Provide input in the IEP development/review that pertains to the Deaf/Hard of Hearing student's use of interpreting/transliterating services.
4. Follow school/system policies.
5. Attend in-service programs and staff meetings as they relate to general information issues that deal specifically with the educational setting or Interpreter/Transliterators development.
6. Educate school personnel about the use of interpreters in the classroom and general information that may apply to the interpreting situation.

THE PRIMARY RESPONSIBILITY OF AN EDUCATIONAL INTERPRETER/ TRANSLITERATOR IS TO INTERPRET/TRANSLITERATE. THIS SHOULD TAKE PRIORITY OVER ANY OTHER DEMANDS.

Interpreting/transliterating may take place in a variety of setting other than the classroom: for example, assemblies, field trips, club meetings, IEP meetings (not for their own student), after school activities, and athletic events.

Interpreters/Transliterators are NOT Paraprofessionals and should not be viewed as such. According to the Individuals with Disabilities Educational Act (IDEA), Interpreters/Transliterators are Related Service Personnel and should be considered an integral part of the Deaf/Hard of Hearing student's IEP team.

Duties which are inappropriate are: copying and filing, bus driving, monitoring, study hall or classrooms, administering tests, substitute teaching, and duty responsibilities that interfere with the Deaf/Hard of Hearing student's need for an interpreter/transliterator. Tutoring by an interpreter/transliterator should be done only under the supervision of a classroom teacher.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Programmer/Analyst (Warehouse & Insurance)

QUALIFICATIONS: Professional training and education for data processing programming and systems design.

REPORTS TO: Director of Management Information Systems

JOB GOALS: Engages in the analysis and research of systems for the development and improvement of the warehouse and insurance programs of the Management Information Systems; defines systems and programming requirements and equipment evaluation and application.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Works with necessary departments and schools to maintain programs used in the warehouse, fixed assets, and insurance departments.
2. Writes reports that users in the fixed assets, warehouse and insurance departments use to retrieve data. Helps train users how to use the reporting tools. Modifies reports as necessary.
3. Does programming necessary to maintain/modify the data in warehouse, fixed assets, and insurance programs.
4. Works with each department to decide what modifications need to be made in warehouse, fixed assets, and insurance programs. Once the changes are determined, will either modify the program (when user defined fields are available) or work with the vendor to implement and test the modifications.
5. Monitors warehouse, insurance, and fixed assets data for accuracy and reliability. Makes recommendations on changes that should be implemented.
6. Prepares reports that users run when needing information from the database. Instructs users on how to use the reports and makes changes to the reports when necessary.
7. Serves as help desk for the warehouse, insurance, and fixed assets programs. Works with users to solve problems through Remote Assistance, as well as on-site support. Is the liaison between the end user and the vendor in cases that must be sent to the vendor for resolution.
8. Displays appropriate overall appearance, is honest, and ethical.
9. Is punctual in arriving at the duty/assignment and is absent only as authorized.
10. Establishes and maintains good rapport with all individuals in the job environment.
11. Functions harmoniously with other members of the staff including other support personnel, supervisors, and administrators of the district.
12. Conducts assigned duties in an efficient and cooperative manner.
13. Maintains a high degree of composure during unexpected events.
14. Uses time allotted to the assignment efficiently.
15. Exhibits enthusiasm in working with the assignment and others.
16. Uses facilities and equipment appropriately, safely, and effectively.
17. Remains calm and mature in his/her reactions.
18. Is able to follow directions as related to the job. Programmer/Analyst (Warehouse and Insurance) Plan B
19. Is able to perform skills as related to the job assignment.
20. Is verbally supportive of school, department, and district policy.
21. Accepts change and responsibilities in a positive manner.
22. Is receptive to supervision and constructive criticism directed by the immediate supervisor as well as other supervisors and administrators.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Programmer/Analyst (Business Applications)

QUALIFICATIONS: Professional training and education for data processing programming and systems design.

REPORTS TO: Director of Management Information Services

JOB GOALS: Engages in the analysis and research of systems for the development and improvement of the payroll, accounting, budgeting, accounts payable and human resources sections of the Management Information Systems; defines systems and programming requirements and equipment evaluation and application; develops training programs for users.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Works with necessary departments and schools to maintain accurate PEP data and reports this data to the required state and federal agencies. Keeps current on changes made (or planned) to the PEP system.
2. Collaborates with the SIS coordinator to maintain and extract information for LEADS reporting.
3. Collaborates with finance manager to maintain and extract Annual Financial Report.
4. Does programming necessary to maintain/modify the data used by the business applications.
5. Works with each department to decide what program modifications need to be made. Once the changes are determined, will either modify the program (when user defined fields are available) or work with the vendor to implement and test the modifications.
6. Coordinates system changeover. Instructs affected departmental personnel in the new methods and procedures.
7. Monitors business systems for accuracy and reliability. Makes recommendations on changes that should be implemented.
8. Assigns and maintains business users' access to different sections of the software.
9. Performs end-of-year roll over procedures in all business systems.
10. Prepares reports that users run when needing information from the database. Instructs users on how to use the reports and makes changes to the reports when necessary.
11. Serves as help desk for all business applications. Works with users to solve problems. Is the liaison between the end user and the vendor in cases that must be sent to the vendor for resolution.
12. Performs routine maintenance and backup on tables and databases used by the business systems.
13. Displays appropriate overall appearance, is honest, and ethical.
14. Is punctual in arriving at the duty/assignment and is absent only as authorized.
15. Establishes and maintains good rapport with all individuals in the job environment.
16. Functions harmoniously with other members of the staff including other support personnel, supervisors, and administrators of the district.
17. Conducts assigned duties in an efficient and cooperative manner.
18. Maintains a high degree of composure during unexpected events.
19. Maintains a high degree of composure during unexpected events.
20. Uses time allotted to the assignment efficiently.
21. Exhibits enthusiasm in working with the assignment and others.
22. Uses facilities and equipment appropriately, safely, and effectively.
23. Is able to follow directions as related to the job.
24. Is able to perform skills as related to the job assignment.
25. Is verbally supportive of school, department, and district policy.
26. Accepts change and responsibilities in a positive manner.
27. Is receptive to supervision and constructive criticism directed by the immediate supervisor as well as other supervisor and administrators.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Programmer/Analyst (Data Sharing Applications)

QUALIFICATIONS: Professional training and education for data processing programming and systems design

REPORTS TO: Director of Management Information Systems

JOB GOALS: Engages in the analysis and research of systems for the development and improvement of the data sharing programs of the Management Information Systems; defines systems and programming requirements and equipment evaluation and application; maintains system backup processes for servers and associated data.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Works with necessary departments and schools to maintain data sharing among the different programs used in the MIS department. Currently, the applications that share data are: student system, business system, food services, library services, transportation, and special education.
2. Collaborates with the SIS coordinator to maintain accurate data that is critical to the data sharing process (i.e., student enrollment records, general demographic student data, homerooms, etc.).
3. Writes reports that users in the student system use to retrieve data. Helps train users how to use the reporting tools. Modifies reports as necessary.
4. Does programming necessary to maintain/modify the shared data.
5. Works with each department to decide what modifications need to be made in data sharing services. Once the changes are determined, will either modify the program (when user defined fields are available) or work with the vendor to implement and test the modifications.
6. Monitors data sharing systems for accuracy and reliability. Makes recommendations on changes that should be implemented.
7. Performs routine maintenance and backup on tables and databases managed by MIS.
8. Displays appropriate overall appearance, is honest, and ethical.
9. Is punctual in arriving at the duty/assignment and is absent only as authorized.
10. Establishes and maintains good rapport with all individuals in the job environment.
11. Functions harmoniously with other members of the staff including other support personnel, supervisors, and administrators of the district.
12. Conducts assigned duties in an efficient and cooperative manner.
13. Maintains a high degree of composure during unexpected events.
14. Uses time allotted to the assignment efficiently.
15. Exhibits enthusiasm in working with the assignment and others.
16. Uses facilities and equipment appropriately, safely, and effectively.
17. Remains calm and mature in his/her reactions. Programmer/Analyst (Data Sharing Applications) Plan B
18. Is able to follow directions as related to the job.
19. Is able to perform skills as related to the job assignment.
20. Is verbally supportive of school, department, and district policy.
21. Accepts change and responsibilities in a positive manner.
22. Is receptive to supervision and constructive criticism directed by the immediate supervisor as well as other supervisors and administrators

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Supervisor of Programming/Analyst (Student Applications)

QUALIFICATIONS: Professional training and education for data processing programming and systems design.

REPORTS TO: Director of Management Information Services

JOB GOALS: Engages in the analysis and research of systems for the development and improvement of the student systems, including SIS, CLASS, CUR, STS, and SPS submissions to LDOE from CPSB Management Information Systems; defines systems and programming requirements and equipment evaluation and application; assists in developing training programs for users.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Works with schools to maintain accurate SIS data and reports this data to the required state and federal agencies. Keeps current on changes made (or planned) to the SIS system.
2. Collaborates with the PEP coordinator to maintain and extract information for LEADS reporting.
3. Does programming necessary to maintain/modify the data used by the student applications.
4. Works with schools to decide what program modifications needed to be made. Once the changes are determined, will either modify the program (when user defined fields are available) or work with the vendor to implement and test the modifications.
5. Coordinates system changeover. Instructs affected departmental personnel in the new methods and procedures.
6. Monitors student systems for accuracy and reliability. Makes recommendations on changes that should be implemented.
7. Assigns and maintains student system users' access to different sections of the software.
8. Performs end-of-year roll over procedures in all student systems.
9. Prepares reports that users run when needing information from the database. Instructs users on how to use the reports and makes changes to the reports when necessary.
10. Serves as help desk for all student system applications. Works with users to solve problems. Is the liaison between the end user and the vendor in cases that must be sent to the vendor for resolution.
11. Performs routine maintenance and backup on tables and databases used by the student systems.
12. Displays appropriate overall appearance, is honest, and ethical.
13. Is punctual in arriving at the duty/assignment and is absent only as authorized.
14. Establishes and maintains good rapport with all individuals in the job environment.
15. Functions harmoniously with other members of the staff including other support personnel, supervisors, and administrators of the district.
16. Conducts assigned duties in an efficient and cooperative manner.
17. Maintains a high degree of composure during unexpected events.
18. Uses time allotted to the assignment efficiently.
19. Exhibits enthusiasm in working with the assignment and others.
20. Uses facilities and equipment appropriately, safely, and effectively.
21. Remains calm and mature in his/her reactions.
22. Is able to follow directions as related to the job.
23. Is able to perform skills as related to the job assignment.
24. Is verbally supportive of school, department, and district policy.
25. Accepts change and responsibilities in a positive manner.
26. Is receptive to supervision and constructive criticism directed by the immediate supervisor as well as other supervisors and administrators

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Technology Network Administrator

QUALIFICATIONS: Ability to lead technology projects with multiple staff members and vendor participants in coordinated manner. Working knowledge of all Microsoft desktop and network operating systems with point of emphasis on Microsoft Active Directory. Experience with the installation and configuring of local and wide area networks. Familiar with setup and daily maintenance of router and switches. Working knowledge of Microsoft Exchange server for district email service. Working knowledge of SQL server for district database service. Working knowledge of Microsoft ISA server for district internet access. Ability to direct and lead a team of technology analysis in a cooperative and productive manner. Knowledgeable of industry alerts pertaining to the maintenance, security, and integrity of cpsb.org domain.

REPORTS TO: Chief Technology Officer

JOB GOALS: Manage and control consistent network connectivity throughout the district.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Conducts tasks and assignments as directed by the Chief Technology Officer in an efficient and timely manner.
2. Administer and manage servers, circuits, firewalls, hubs, switches, and routers for optimum performance.
3. Administer and manage CPSB data center server farm consisting of DNS, DHCP, PROXY, WEB, MAIL, VPN, RAS and other services.
4. Perform routine historical and disaster preparedness backups.
5. Monitor network performance and tune for optimum configuration.
6. Conducts all task and assignments in a competent and honest manner.
7. Performs other duties, which may be inherent in the above as well as all other tasks as deemed appropriate by the Chief Technology Officer.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Computer Repair Technician

QUALIFICATIONS: Must be able to provide high-end technology support via email and phone for over 4,000 employees at 70 remote sites. Ability to translate technical knowledge into non-technical language for end users is a must. Applicant should be able to work on multiple projects/priorities, remain calm in high pressure situations and adapt quickly to change. Excellent work ethic, positive attitude, customer-service focus is essential. Hardware troubleshooting skills and repair experience with laptops, desktops and desktop printers are necessary, A+ certification a plus. Extensive knowledge of PCs, Windows OS, MS Office, and basic networking required. College/technical degree or equivalent work experience required. Previous Help Desk experience desirable. Apple/Mac experience a big plus.

REPORTS TO: Chief Technology Officer

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Conduct preventive maintenance on computer equipment.
2. Assist with transfer, moving, setup of equipment, as needed.
3. Repair computers and printers.
4. Maintain access to quantitative repair data.
5. Maintain current A+ Certification
6. Perform such other assignments as may be inherent in conducting the above activities.
7. May be required to work on computer equipment and networking at various sites in the parish.
8. Performs other duties, which may be inherent in the above as well as all other tasks as deemed appropriate by the Tech Support Center and Administrative Coordinator of Technology.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Technology Computer-Network Specialist

QUALIFICATIONS: Working knowledge of all Microsoft desktop and network operating systems with point of emphasis on Microsoft Active Directory. Experience with the installation and configuring of local and wide area networks. Proficient with setup and daily maintenance of servers, network equipment and IT support software. Working knowledge of Microsoft Exchange server for district email service. Ability to troubleshoot routing, network and software application issues with a high rate of resolution. Knowledgeable of industry alerts pertaining to the maintenance, security, and integrity of cpsb.org domain.

REPORTS TO: Chief Technology Officer

JOB GOALS: Manage and control consistent network connectivity throughout the district.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Conducts tasks and assignments as directed by the Network Administrator in an efficient and timely manner.
2. Administer and manage servers, circuits, firewalls, network equipment and IT support applications for optimum performance, when requested.
3. Administer and manage cpsb.org server farm consisting of DNS, DHCP, PROXY, WEB, MAIL, VPN and SAN services, when requested.
4. Perform routine backups, when needed.
5. Monitor network performance and tune for optimum configuration when approved.
6. Conducts all tasks and assignments in a competent and honest manner.
7. Performs other duties, which may be inherent in the above as well as all other tasks as deemed appropriate by the Network Administrator.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Technology Help Desk & Tech Support Technician

QUALIFICATIONS: Must be able to provide help desk technology support via email, phone, and help walk-ins for over 4,000 employees at 70 remote sites. Must have ability to translate technical knowledge into non-technical language for end users. Applicant will be responsible for equipment and support tickets, therefore ability to track and manage associated paperwork is necessary. Excellent work ethic, positive attitude, customer-service focus and adherence to department policies/procedures are essential. Applicant should be able to work on multiple projects/priorities, remain calm in high pressure situations and adapt quickly to change. Applicant may perform hardware repairs as duties allow, hardware troubleshooting skills, repair experience are necessary, A+ certification a plus. Knowledge of PCs, Windows 7 and 10 OS, MS Office, Microsoft Office 365 and basic networking required. College/technical degree or equivalent work experience required. Previous Help Desk experience desirable. Experience with Active Directory management and VoIP support is a plus.

REPORTS TO: Chief Technology Officer

JOB GOALS: To maintain efficiency of the office through discharge of duties.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Assist with all technical support issues in the district (classroom technical support issues and school technical support issues).
2. Respond to the email issues from the Tech Help email accounts.
3. Manage a web-based system that will allow all technical issues to be entered on-line prioritized, and persons (resources) deployed to solve the technology issues.
4. Troubleshoot and repair computers, monitors and printers.
5. Maintain current A+ Certification.
6. Research technical questions and building knowledge database for web-based help.
7. Follow-up on status of all repairs, parts, tech questions, and workorders.
8. Serve as a resource person to take phone calls and assign the call-in technology issues to the appropriate staff in the department.
9. Prepare routine correspondence.
10. Maintain file system.
11. Prepares reports.
12. Requisition materials and supplies.
13. Bookkeeping and budgetary tasks.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Director of Elementary Curriculum and Instruction

QUALIFICATIONS: Valid certification in Educational Leadership as specified by Bulletin 746, Louisiana Standards for State Certification of School Personnel.

JOB GOAL: To assist the Administrative Director in providing leadership in developing, achieving, and maintaining the best possible programs, management, and instructional support services to the students and staff of the assigned schools.

TERMS OF EMPLOYMENT: Salary and schedule as established by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

PERFORMANCE RESPONSIBILITIES:

1. Conducts those tasks and assignments as directed by the Superintendent of Schools and Assistant Superintendent in an effective, efficient, and timely manner.
2. Performs and conducts all responsibilities in a manner to be rated not less than satisfactory on those items listed in the Evaluation Plan as Observational Criteria and Explanation of Observational Criteria.
3. Conducts all tasks and assignments in a competent and honest manner.
4. Is consistently supportive of the goals established for Calcasieu Parish Schools by the Superintendent of Schools and/or Board.
5. Demonstrates the ability to supervise as well as to accept supervision and directives in a productive manner.
6. Assists with coaching and evaluation of school leaders and district staff.
7. Conducts the following listed tasks on a continuous basis:
 - a. Assist principals in evaluation of teachers.
 - b. Diagnose curriculum and instructional needs and conducts long-range planning.
 - c. Assist individual teachers as necessary and appropriate.
 - d. Assist teachers throughout their first year in the system.
 - e. Coordinate teacher in-service and staff development.
 - f. Research, plan, and coordinate instruction in the various subject areas.
 - g. Coordinate programs which begin at elementary level and end at secondary level.
 - h. Monitor and evaluate new and existing instructional programs.
 - i. Implement legislative mandates and State Department of Education directives.
 - j. Prepare and administer a budget.
 - k. Interview and give input on the selection and transfer of instructional personnel.
 - l. Present and direct curriculum innovations and experiments; conduct pilot studies.
 - m. Provide instructional materials and equipment for teachers.
 - n. Examine materials for classroom use.
 - o. Conduct committee meetings for local adoption of textbooks.
 - p. Work with personnel from Pupil Appraisal and local schools to determine eligibility of students referred for special services or programs.
 - q. Act as a liaison between schools and community.
 - r. Perform other tasks as outlined in individual operation plans and as directed by other central office administrators.
 - s. Demonstrate a commitment to professional growth by holding memberships in professional organizations, by attending professional meetings, and by reading current journals.
8. Exhibits loyalty and maintains a positive attitude in the promotion of the school/system's goals.

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Administrative Director of Schools

QUALIFICATIONS: A valid Louisiana teaching certificate which includes a master's degree from an accredited university or college with the endorsement of Principal and Supervisor of Instruction OR Educational Leadership Level 1. (Ed Leadership Level 1 encompasses Principal and Supervisor of Instruction). Corresponding school level administrative experience required.

REPORTS TO: Chief Academic Officer

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Conducts those tasks and assignments as directed by the Assistant Superintendent for Curriculum and Instruction and Superintendent of Schools in an effective, efficient, and timely manner.
2. Performs and conducts all responsibilities in a manner to be rated excellent, and not partially successful, on those items listed in the Evaluation Plan as Observational Criteria and explanation of Observational Criteria.
3. Demonstrates the ability to supervise as well as to accept supervision and directives in a productive manner.
4. Conducts the following tasks:
 - a. Reports on the status of programs and services under his authority at the request of the Assistant Superintendent for Curriculum and Instruction.
 - b. Supervises and directs the work of administrative and supervisory personnel and presides at administrative meetings.
 - c. Maintains liaison with social, professional, civic, volunteer and other community agencies and groups having an interest in schools.
 - d. Communicates to and makes recommendations to the Assistant Superintendent for Curriculum and Instruction concerning the requirements and needs to the schools and district as perceived by the principals and staff members.
 - e. Prepares state reports and claims as needed.
 - f. Confers with appropriate administrators and instructional personnel on matters of concern.
 - g. Interprets school rules and regulations.
 - h. Interprets and clarifies personnel policies to all employees and resolves personnel grievances or complaints when requested by the Assistant Superintendent.
 - i. Initiates and administers in-service programs in conjunction with other members of administrative, supervisory staff and principals.
 - j. Serves as the representative in reviewing disciplinary action and serves as the hearing officer in expulsion cases when requested by the Assistant Superintendent.
 - k. Ensures that all district personnel effectively utilize central staff capabilities, resources, and services in management and instructional areas.
 - l. Participates in appropriate local, state, and national professional meetings.
 - m. Work with principals in resolving questions or problems concerning athletic rules and regulations as appropriate.
 - n. Attends any School Board meeting and prepares reports for the Board as requested.
 - o. Prepares and issues administrative memoranda to assigned principals and supervisors.
 - p. Interviews candidates and makes recommendations to the Assistant Superintendent for Curriculum and Instruction for positions as school administrators or supervisory personnel.
 - q. Assists principals and the personnel department in the selection of competent professional staff.
 - r. Assists principals in planning and implementation of effective programs of supervision and evaluation of instructional personnel.
 - s. Consults with staff members about school problems, particularly problems regarding personnel and the implementation of Board policies and administrative rules.

- t. Assists in the preparation and administration of the budget.
- u. Prepares teacher/staff allocations for schools according to established guidelines.
- v. Assists in development of system policies and administrative rules as requested.
- w. Keeps informed as to the operation of schools for the purpose of evaluating principals, monitoring management procedures and improving instruction.
- x. Keeps informed on the latest research, trends, and developments in all areas of education and encourages experimentation at the school level; seeks ways to continually improve supervisory services in the total school program.
- y. Works to resolve problems and difficulties between school administrators, students, and parents when requested.

ADDITIONAL JOB DUTIES:

Supervisors shall be expected to perform the following duties, along with the completion of corresponding documents, forms, and reports:

1. Instructional Components

- Fulfill duties traditionally expected of those in supervisory positions
- Collaborate with those providing and overseeing school-based instruction as well as professionals providing ancillary services
- Review, draft, study, recommend, and implement policies, curriculum, and plans to improve the quality of instruction
- Conduct school/class walk throughs

2. Supervision

- Supervision of Principals, Assistant Principals, and others reporting to employee for whose supervision employee is responsible
- Complete and/or assist in the preparation/implementation of employee observations, evaluations, IAPs, and other associated tasks and monitoring

3. Non-instructional Components

- Attend meetings generally associated with the instruction of students
- Attend faculty, staff, and department meetings
- Attend training sessions
- Attend job fairs and related events
- Attend IEP meetings
- Attend Central Office and Department meetings
- Attend back-to-school and open-house events
- Attend graduation
- Interview, employ, and complete necessary hires
- Attend PPI, Evaluation, Observation, IAP, and student discipline meetings/hearings
- Attend school board/committee meetings, upon request
- Participate in the preparation of necessary disciplinary documents and corresponding disciplinary process

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Sales Tax Customer Assistant Clerk

QUALIFICATIONS: High school diploma or equivalent. Three years job experience as a data entry operator or three years' experience as an accountant clerk. Such alternatives to the above as the Board may find acceptable

REPORTS TO: Operations Manager

JOB GOALS: To assist dealers and taxpayers in all matters relating to proper registration and compliance with local tax levies.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Maintain cash box, receive payments and issue receipts for all window payments from taxpayers.
2. Place and receive telephone calls and record messages.
3. Verify taxpayer information through computer system in all matters relating to window operations.
4. Identify taxpayer reports and correspondence.
5. Distribute communications to proper personnel where applicable.
6. Prepare informational packets for mailing with applications for registration.
7. Maintain inventory of all office forms, stationery and supplies and reorder when necessary.
8. Receive and process clearance requests from dealers.
9. Receive and process boat registrations.
10. Prepare change orders for data entry during peak time of the month (18th thru 31st).
11. Assist taxpayers with the preparation of their sales and use tax report(s).
12. Answer and discuss tax information with taxpayers by telephone and/or office visits.
13. Open and close main office entrance each day.
14. Enter no sales and cash payments received daily.
15. Prepare sales tax clearances for video poker and alcoholic beverage control commission.
16. Performs any other duties and functions which may be necessary or desirable to carry out the purposes and functions of the department, and/or assigned by the Supervisor or Director.
17. Exhibit loyalty and maintain a positive attitude in the promotion of the school system's goals.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Sales Tax Operations Lead Clerk

QUALIFICATIONS: High School Diploma Graduate from a recognized school of business skills Three years job experience. Proficient in the use of standard office equipment and data processing. Such alternatives to the above qualifications as the Board may find necessary.

REPORTS TO: Operations Manager

JOB GOALS: To assist departmental personnel in effective and efficient processing of tax reports and related matters. To assist field personnel in the compilations of necessary reports and notices to provide for maximum compliance.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Provide clerical assistance as required (process returns with no checks or checks without signatures and problem returns when applicable).
2. Handle Manual Apportioned (MA) and special returns as required.
3. Process transfers applicable to all erroneously posted returns.
4. Research and process refunds.
5. Make deposits entering returns and checks; running reports and prepare deposit slip when data entry clerk is absent.
6. Responsible for assisting personnel with scanning and indexing documents associated with department's electronic retention and retrieval system.
7. Responsible for Non-Resident Contractor certification. Maintain project information for reporting purposes.
8. Print and delete exemptions on listing.
9. Prepare exemptions and refund reports monthly.
10. Process audit returns.
11. Answer the telephone and assist taxpayers when necessary.
12. Process and assign new accounts.
13. Print all approved exemption certificates.
14. Performs any other duties and functions which may be necessary or desirable to carry out the purposes and functions of the department, and/or assigned by the Supervisor or Director.
15. Exhibit loyalty and maintain a positive attitude in the promotion of the school system's goals.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
School Nutrition Program Clerk

QUALIFICATIONS: High school diploma or equivalent Experience in typing, bookkeeping and general office procedures.

REPORTS TO: School Nutrition Program Director

JOB GOALS: To maintain efficiency of the office through performance of duties.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Prepare routine correspondence
2. Process meal applications using MCS software
3. Maintain filing system
4. Handle telephone traffic
5. Preparation of reports for outstanding cafeteria balances and other SNP related business
6. Mail appropriate letters for outstanding cafeteria balances, verification process, results of meal applications, and other necessary letters.
7. Handle incoming and outgoing mail
8. Requisition materials and supplies
9. Bookkeeping, accounting or budgetary tasks
10. Operation of office machinery and equipment
11. Constant use of Microsoft Word, Excel, and Outlook

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Food Service Asst. Warehouse Foreman

QUALIFICATIONS: Possess/Obtain a Class D Chauffer's License. CDL/Air Brake Endorsement License preferred and incentivized.

REPORTS TO: Warehouse Director

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Display appropriate overall appearance, is honest, and ethical.
2. Is punctual in arriving at the duty/assignment and is absent only as authorized.
3. Establishes and maintains good rapport with all individuals in the job environment.
4. Functions harmoniously with other members of the staff including other support personnel, supervisors, and administrators of the district.
5. Conducts assigned duties in an efficient and cooperative manner.
6. Maintains a high degree of composure during unexpected events.
7. Uses time allotted to the assignment efficiently.
8. Exhibits enthusiasm in working with the assignment and others.
9. Uses facilities and equipment appropriately, safely, and effectively.
10. Remains calm and mature in his/her reactions.
11. Is able to follow directions as related to the job.
12. Is able to perform skills as related to the job assignment.
13. Is verbally supportive of school, department, and district policy.
14. Accepts change and responsibility in a positive manner.
15. Is receptive to supervision and constructive criticism directed by the immediate supervisor as well as other supervisors and administrators.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

1. Loading and unloading food products.
2. Picking up objects in excess of 50 pounds.
3. Picking up surplus supplies and equipment from schools.
4. Must be able to bend, squat, and work in awkward positions.
5. Responsible for following all speed limits and laws regarding the operation of a delivery truck.
6. Responsible for the distribution of items from the refrigerated and frozen goods warehouse.

OTHER JOB DUTIES:

1. Maintains all refrigerated, frozen food, and produce items in the Warehouse in an efficient manner.
2. Accepts deliveries of all food products coming into the Warehouse in an efficient manner.
3. Works with the Food Service personnel in a cooperative and professional manner.
4. Begins the process of loading the delivery trucks with refrigerated, frozen food, and produce each morning no later than 6:15 AM.
5. Operates the stand-behind forklift in a safe and efficient manner.
6. Maintains all aspects of the stand-behind forklift on a daily basis.
7. Takes all safety precautions while working in the freezer and cooler.
8. Makes sure that either he or the Food Service Warehouse Foreman or their designee, are always present in the Warehouse from 5:30 AM until 2:30 PM every workday.
9. Makes sure that either he or the Food Service Warehouse Foreman, or their designee, are present during the months of June & July.
10. Communicates with the Director of the Warehouse on all situations that he deems necessary.
11. Maintains all paperwork involved with the receiving and delivery of refrigerated, frozen food, and produce in an efficient manner.
12. Keeps the loading docks, freezer, cooler, and holding room in the cooler clean and organized.
13. Follows all directives from the Director of the Warehouse in an efficient and cooperative manner.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Warehouseman (Class D CDL)

QUALIFICATIONS: Possess/Obtain a Class D Chauffer's License. CDL/Air Brake Endorsement License preferred and incentivized.

REPORTS TO: Warehouse Director

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Display appropriate overall appearance, is honest, and ethical.
2. Is punctual in arriving at the duty/assignment and is absent only as authorized.
3. Establishes and maintains good rapport with all individuals in the job environment.
4. Functions harmoniously with other members of the staff including other support personnel, supervisors, and administrators of the district.
5. Conducts assigned duties in an efficient and cooperative manner.
6. Maintains a high degree of composure during unexpected events.
7. Uses time allotted to the assignment efficiently.
8. Exhibits enthusiasm in working with the assignment and others.
9. Uses facilities and equipment appropriately, safely, and effectively.
10. Remains calm and mature in his/her reactions.
11. Is able to follow directions as related to the job.
12. Is able to perform skills as related to the job assignment.
13. Is verbally supportive of school, department, and district policy.
14. Accepts change and responsibility in a positive manner.
15. Is receptive to supervision and constructive criticism directed by the immediate supervisor as well as other supervisors and administrators.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

1. Carrying furniture and equipment up and downstairs.
2. Picking up objects in excess of 50 pounds.
3. Responsible for keeping vehicle clean and in excellent driving condition.
4. Picking up surplus supplies and equipment from schools.
5. Must be able to bend, squat, and work in awkward positions.
6. Responsible for following all speed limits and laws regarding the operation of a delivery truck.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Food Service Warehouse Foreman

QUALIFICATIONS: Possess/Obtain a Class D Chauffer's License. CDL/Air Brake Endorsement License preferred and incentivized.

REPORTS TO: Warehouse Director

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Display appropriate overall appearance, is honest, and ethical.
2. Is punctual in arriving at the duty/assignment and is absent only as authorized.
3. Establishes and maintains good rapport with all individuals in the job environment.
4. Functions harmoniously with other members of the staff including other support personnel, supervisors, and administrators of the district.
5. Conducts assigned duties in an efficient and cooperative manner.
6. Maintains a high degree of composure during unexpected events.
7. Uses time allotted to the assignment efficiently.
8. Exhibits enthusiasm in working with the assignment and others.
9. Uses facilities and equipment appropriately, safely, and effectively.
10. Remains calm and mature in his/her reactions.
11. Is able to follow directions as related to the job.
12. Is able to perform skills as related to the job assignment.
13. Is verbally supportive of school, department, and district policy.
14. Accepts change and responsibility in a positive manner.
15. Is receptive to supervision and constructive criticism directed by the immediate supervisor as well as other supervisors and administrators.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

1. Loading and unloading food products.
2. Picking up objects in excess of 50 pounds.
3. Picking up surplus supplies and equipment from schools.
4. Must be able to bend, squat, and work in awkward positions.
5. Responsible for following all speed limits and laws regarding the operation of a delivery truck.
6. Responsible for the distribution of items from the refrigerated and frozen goods warehouse.

OTHER JOB DUTIES:

1. Supervises the day-to-day operation of the Food Service Warehouse.
2. Accepts deliveries of all food products coming into the Warehouse in an efficient manner.
3. Maintains accurate inventory records of all dry good products.
4. Handles the day-to-day pulling of dry goods that are being issued to the schools in an accurate manner.
5. Assists the Assistant Food Service Warehouse foreman in the pulling of all refrigerated items each morning.
6. Keeps the dry goods food storage area clean and organized.
7. Accepts phone calls in the morning from all food service delivery personnel who are calling to inform him that they will not be at work. This information is then to be relayed to both the Director of the Warehouse and the Warehouse Office Administrator.
8. Makes sure that he or the Assistant Food Service Warehouse Foreman, or their designee, are always present in the Warehouse from 5:30 AM until 2:30 PM on each workday.
9. Makes sure that he or the Assistant Food Service Warehouse Foreman or their designee are present during the months of June and July.
10. Works with all Food Service personnel in a cooperative and professional manner.
11. Handles all hot shot deliveries in an efficient manner.
12. Communicates with the Director of the Warehouse on all situations that he (the Food Service Warehouse Foreman) deems necessary.
13. Makes sure that all Food Service Delivery Personnel are loading trucks by 6:15 AM and sign out no earlier than 2:30 PM.
14. Makes sure that all Food Service Delivery drivers do a pre-check on vehicles every first day of the work week and record this information in their vehicle logbook and turns this in to the Director of the Warehouse.
15. Works with the Food Service Department in maintaining accurate records of all transactions involving the receiving and delivery of food products.
16. Arranges to have food service equipment picked up and moved to different locations as directed by the Food Service Department.
17. Follows all directives from the Director of the Warehouse in an efficient and cooperative manner.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Food Service Delivery Person

QUALIFICATIONS: Possess/Obtain a Class D Chauffer's License. CDL/Air Brake Endorsement License preferred and incentivized.

REPORTS TO: Warehouse Director

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Display appropriate overall appearance, is honest, and ethical.
2. Is punctual in arriving at the duty/assignment and is absent only as authorized.
3. Establishes and maintains good rapport with all individuals in the job environment.
4. Functions harmoniously with other members of the staff including other support personnel, supervisors, and administrators of the district.
5. Conducts assigned duties in an efficient and cooperative manner.
6. Maintains a high degree of composure during unexpected events.
7. Uses time allotted to the assignment efficiently.
8. Exhibits enthusiasm in working with the assignment and others.
9. Uses facilities and equipment appropriately, safely, and effectively.
10. Remains calm and mature in his/her reactions.
11. Is able to follow directions as related to the job.
12. Is able to perform skills as related to the job assignment.
13. Is verbally supportive of school, department, and district policy.
14. Accepts change and responsibility in a positive manner.
15. Is receptive to supervision and constructive criticism directed by the immediate supervisor as well as other supervisors and administrators.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

1. Must be able to deliver heavy food items into school cafeterias
2. Picking up objects in excess of 50 pounds.
3. Responsible for keeping vehicle clean and in excellent driving condition.
4. Picking up surplus supplies and equipment from schools.
5. Must be able to bend, squat, and work in awkward positions.
6. Responsible for following all speed limits and laws regarding the operation of a delivery truck.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Warehouse/Textbook Department Secretary

QUALIFICATIONS: High school diploma or equivalent training or experience in typing, filing, bookkeeping, and general office procedures.

REPORTS TO: Warehouse Director

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Display appropriate overall appearance, is honest, and ethical.
2. Is punctual in arriving at the duty/assignment and is absent only as authorized.
3. Establishes and maintains good rapport with all individuals in the job environment.
4. Functions harmoniously with other members of the staff including other support personnel, supervisors, and administrators of the district.
5. Conducts assigned duties in an efficient and cooperative manner.
6. Maintains a high degree of composure during unexpected events.
7. Uses time allotted to the assignment efficiently.
8. Exhibits enthusiasm in working with the assignment and others.
9. Uses facilities and equipment appropriately, safely, and effectively.
10. Remains calm and mature in his/her reactions.
11. Is able to follow directions as related to the job.
12. Is able to perform skills as related to the job assignment.
13. Is verbally supportive of school, department, and district policy.
14. Accepts change and responsibility in a positive manner.
15. Is receptive to supervision and constructive criticism directed by the immediate supervisor as well as other supervisors and administrators.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Warehouse Coordinator

QUALIFICATIONS: High school diploma or equivalent training or experience in typing, filing, bookkeeping, and general office procedures.

REPORTS TO: Warehouse Director

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Display appropriate overall appearance, is honest, and ethical.
2. Is punctual in arriving at the duty/assignment and is absent only as authorized.
3. Establishes and maintains good rapport with all individuals in the job environment.
4. Functions harmoniously with other members of the staff including other support personnel, supervisors, and administrators of the district.
5. Conducts assigned duties in an efficient and cooperative manner.
6. Maintains a high degree of composure during unexpected events.
7. Uses time allotted to the assignment efficiently.
8. Exhibits enthusiasm in working with the assignment and others.
9. Uses facilities and equipment appropriately, safely, and effectively.
10. Remains calm and mature in his/her reactions.
11. Is able to follow directions as related to the job.
12. Is able to perform skills as related to the job assignment.
13. Is verbally supportive of school, department, and district policy.
14. Accepts change and responsibility in a positive manner.
15. Is receptive to supervision and constructive criticism directed by the immediate supervisor as well as other supervisors and administrators.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

1. Must be able to work in warehouse type conditions.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board

Job Description Warehouseman

QUALIFICATIONS: High school diploma or equivalent training or experience in typing, filing, bookkeeping, and general office procedures.

REPORTS TO: Warehouse Director

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Display appropriate overall appearance, is honest, and ethical.
2. Is punctual in arriving at the duty/assignment and is absent only as authorized.
3. Establishes and maintains good rapport with all individuals in the job environment.
4. Functions harmoniously with other members of the staff including other support personnel, supervisors, and administrators of the district.
5. Conducts assigned duties in an efficient and cooperative manner.
6. Maintains a high degree of composure during unexpected events.
7. Uses time allotted to the assignment efficiently.
8. Exhibits enthusiasm in working with the assignment and others.
9. Uses facilities and equipment appropriately, safely, and effectively.
10. Remains calm and mature in his/her reactions.
11. Is able to follow directions as related to the job.
12. Is able to perform skills as related to the job assignment.
13. Is verbally supportive of school, department, and district policy.
14. Accepts change and responsibility in a positive manner.
15. Is receptive to supervision and constructive criticism directed by the immediate supervisor as well as other supervisors and administrators.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

1. Receiving supplies and equipment in warehouse.
2. Responsible for keeping warehouse clean and orderly.
3. Must be able to bend, squat, and work in awkward positions.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Warehouse Personnel

QUALIFICATIONS: High school diploma or equivalent training or experience in typing, filing, bookkeeping, and general office procedures.

REPORTS TO: Warehouse Director

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Displays appropriate overall appearance, is honest, and ethical.
2. Is punctual in arriving at the duty/assignment and is absent only as authorized.
3. Establishes and maintains good rapport with all individuals in the job environment.
4. Functions harmoniously with other members of the staff including other support personnel, supervisors, and administrator of the district.
5. Conducts assigned duties in an efficient and cooperative manner.
6. Maintains a high degree of composure during unexpected events.
7. Uses time allotted to the assignment efficiently.
8. Exhibits enthusiasm in working with the assignment and others.
9. Uses facilities and equipment appropriately, safely, and effectively.
10. Remains calm and mature in his/her reactions.
11. Is able to follow directions as related to the job.
12. Is able to perform skills as related to the job assignment.
13. Is verbally supportive of school, department, and district policy.
14. Accepts change and responsibilities in a positive manner.
15. Is receptive to supervision and constructive criticism directed by the immediate supervisor as well as other supervisors and administrators.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

1. Carrying furniture and equipment up and downstairs.
2. Receiving supplies and equipment in warehouse.
3. Picking up objects in excess of 50 pounds.
4. Must keep vehicles in excellent driving condition.
5. Responsible for keeping warehouse clean and orderly.
6. Picking up surplus supplies and equipment from schools.
7. Must be able to bend, squat and work in awkward position.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Mail Delivery Clerk

QUALIFICATIONS: High school diploma or equivalent training or experience in typing, filing, bookkeeping, and general office procedures.

REPORTS TO: Warehouse Director

JOB GOALS: To maintain efficiency of the office through discharge of duties.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Display appropriate overall appearance, is honest, and ethical.
2. Is punctual in arriving at the duty/assignment and is absent only as authorized.
3. Establishes and maintains good rapport with all individuals in the job environment.
4. Functions harmoniously with other members of the staff including other support personnel, supervisors, and administrators of the district.
5. Conducts assigned duties in an efficient and cooperative manner.
6. Maintains a high degree of composure during unexpected events.
7. Uses time allotted to the assignment efficiently.
8. Exhibits enthusiasm in working with the assignment and others.
9. Uses facilities and equipment appropriately, safely, and effectively.
10. Remains calm and mature in his/her reactions.
11. Is able to follow directions as related to the job.
12. Is able to perform skills as related to the job assignment.
13. Is verbally supportive of school, department, and district policy.
14. Accepts change and responsibility in a positive manner.
15. Is receptive to supervision and constructive criticism directed by the immediate supervisor as well as other supervisors and administrators.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

1. Carrying mail and boxes up and down stairs.
2. Picking up objects not to exceed 50 lbs.
3. Responsible for keeping vehicle clean and in excellent driving condition.
4. Picking up and delivering items to different locations throughout our system.
5. Must be able to bend, squat and work in awkward positions.
6. Responsible for following all speed limits and laws regarding the operation of a delivery truck.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Warehouse Receiving/Janitorial Clerk

QUALIFICATIONS: High school diploma or equivalent training or experience in typing, filing, bookkeeping, and general office procedures.

REPORTS TO: Warehouse Director

JOB GOALS: To maintain efficiency of the office through discharge of duties.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Display appropriate overall appearance, is honest, and ethical.
2. Is punctual in arriving at the duty/assignment and is absent only as authorized.
3. Establishes and maintains good rapport with all individuals in the job environment.
4. Functions harmoniously with other members of the staff including other support personnel, supervisors, and administrators of the district.
5. Conducts assigned duties in an efficient and cooperative manner.
6. Maintains a high degree of composure during unexpected events.
7. Uses time allotted to the assignment efficiently.
8. Exhibits enthusiasm in working with the assignment and others.
9. Uses facilities and equipment appropriately, safely, and effectively.
10. Remains calm and mature in his/her reactions.
11. Is able to follow directions as related to the job.
12. Is able to perform skills as related to the job assignment.
13. Is verbally supportive of school, department, and district policy.
14. Accepts change and responsibility in a positive manner.
15. Is receptive to supervision and constructive criticism directed by the immediate supervisor as well as other supervisors and administrators.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

1. Receiving supplies and equipment in the warehouse.
2. Responsible for the issuing of all janitorial supplies to the schools and departments.
3. Must be able to bend, squat, and work in awkward position.
4. Responsible for keeping up with all records pertaining to the issuing of janitorial supplies.
5. Responsible for communicating with the Janitorial Ordering Clerk on items that need to be re-stocked.
6. Responsible for the creation of all delivery tickets for purchase orders leaving the warehouse.
7. Responsible for making sure that all delivery tickets are returned to her with the correct signatures and dates recorded.
8. Pick up objects no to exceed 50lbs.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board

Job Description

Library Clerk

QUALIFICATIONS: Must be at least 21 years of age and possess a high school diploma or its equivalent. Must have basic computer and communication skills as well as knowledge of library filing systems. Must possess the ability to work successfully with students and teachers as well as to complete assignments of superiors. Must be capable of understanding verbal and written instructions Accessit Online Catalog & district's Student Information System is preferable.

REPORTS TO: Principal, General Supervision exercised by certified librarian.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Performs all assigned duties as assigned by building level or district level supervisor.
2. Maintains accurate and up-to-date records.
3. Models' appropriate attitudes and behavior for student emulation.
4. Assists library users in finding information.
5. Supports the policies of the School Board and the policies/procedures of the School & Library.

PHYSICAL DEMANDS: Physical demands described 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.

1. Regularly required to speak & hear
2. Frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms.
3. Frequently required to stand walk, bend, and sit. Sufficient mobility to move to various locations on school site.
4. Frequently required to climb and balance, stoop and kneel.
5. Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
6. Specific vision abilities include close vision and the ability to adjust focus. Regularly required to speak & hear

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Nursing Department Secretary

QUALIFICATIONS: High school diploma or equivalent training or experience in typing, filing, bookkeeping, and general office procedures.

REPORTS TO: Nursing Coordinator

JOB GOALS: To maintain efficiency of the office through discharge of duties.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Prepare routine correspondence; preparing correspondence for the department and acknowledge correspondence received; make copies of departmental correspondence as requested; verify proof of auto insurance on all nurses; verify renewal of state licensure for all school nurses on an annual basis; handle incoming and outgoing mail.
2. Prepare letters/memos – type letters, memos upon Nursing Coordinator's request, update necessary nursing forms, policies, and letters to parents as needed.
3. Maintain file system – file travel forms and maintain list of all medication trained CPSB faculty/personnel; maintain and update information on Canvas for Nursing Department by adding new forms, letters, resource materials, etc.
4. Handle telephone traffic – receive incoming calls and handle telephone traffic for Nursing Department; provide informational assistance to nurses, department heads, school board legal counsel, school principals, secretaries, staff, and parents.
5. Preparation of reports – helps to compile End of the Year Reports and compile immunization summary for department heads and superintendent.
6. Requisition/Prepare materials and supplies – monitor inventory of office and nursing equipment; order supplies/materials as needed; make sure Purchase Orders are paid in a timely manner; assist in organizing materials for the Nursing Coordinator to in-service new nurses; assemble all Medication Administration Training/handouts/materials and have available for nurses; prepare medication packets and update medication logs yearly; order medication packets and logs from Print Shop and have materials delivered to each school.
7. Bookkeeping, accounting, or budgetary tasks – prepare monthly payroll for the Nursing Department; make travel arrangements for conferences/seminars as needed; prepare monthly supplemental pay forms for substitute nurse(s) as needed; maintain Nursing Department budget; assist Nursing Coordinator prepare the zero-based budget for each school year.
8. Operation of office machinery and equipment – maintain upkeep on all machines in department - printers, network printers, etc.; arrange for repairs on equipment; schedule calibrations on hearing machines; maintain upkeep of the copier (change toner and dispose of as needed); report monthly copy usage to vendor.
9. Tech Contact person for nursing office; trouble-shooting problems.
10. Schedule interviews for school nurse applicants and prepare documents.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board

Job Description Clerk Braille

QUALIFICATIONS: High school diploma, working knowledge of computers, peripherals, Microsoft Office. Working knowledge of Braille

REPORTS TO: Supervisor of Special Education

JOB GOAL: To support teachers in the development and tracking of instructional materials for students who are blind or visually impaired

TERMS OF EMPLOYMENT: 9 to 10 months with a salary established by the board

EVALUATION: Performance will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES: As assigned by the supervisor, including, but not limited to the following:

1. Assist in the preparation, distribution and collection of instructional materials.
2. Secure necessary information to locate any needed textbook or other material that is needed in a format other than standard print or pictures.
3. Assist teachers in monitoring their schedule, the student's schedules and material needs.
4. Be competent in using specific electronic software and hardware to translate from a printed form to a Braille medium (through the importing of data to the exporting of appropriate medium: i form)
5. Be competent in using specific electronic equipment to change the text image to a modified font and format that is appropriate for a particular student(s).
6. Inter line from a Braille medium to the print medium as needed.
7. Assist teachers in the preparation of alternative form medium as in text, study guides, maps, etc. as needed by a blind/partial seeing student.
8. Assist in the arrangement and maintenance of an orderly workroom/office. This may include the cleaning and care of equipment and materials.
9. Participate in any in-service/planning sessions as requested.
10. Keep abreast of Braille rules: Braille English and Nemith Code.
11. Be competent in the operation and general maintenance of all equipment in the visually impaired office.
12. Be competent in the usage of the Perkins Brallier and its operations.
13. Keep the teachers of the visually impaired informed of needs as they come in from the schools and assist as needed.
14. Maintain all confidential student information and data.
15. Perform telephone and all letter writing/order form requirements in a professional and courteous manner.
16. Keep accurate updated inventory of equipment, books, materials and tracking the location of all fixed assets.
17. Keep an updated file on the State's Registry of all Visually Impaired Students.
18. Perform required duties that include the use of the computer and any peripherals.
19. Follow State and Local School Board Policies, administrative rules and regular school policies.

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Clerk C – Advanced Studies Department

QUALIFICATIONS: High School diploma or equivalent. Experience in typing, filing, scanning and general office procedures is required. The applicant must possess strong bookkeeping and database maintenance skills and must also be proficient in both Excel and Word. A strong working knowledge of computers is required and familiarity with the Calcasieu Parish School Board student system is preferred. Applicant must be able to maintain high levels of confidentiality, perform duties professionally in stressful situations, and be able to meet constant deadlines. Establishing and maintaining positive working relationships with staff, school officials and employees, state agencies and the general public is priority.

REPORTS TO: Advanced Studies Administrative Coordinator

JOB GOAL: To provide current data information to supervisor when needed, maintain positive relationships with district personnel and provide necessary information and guidance for all Advanced Studies programming.

TERMS OF EMPLOYMENT: Twelve months per year. Salary as established by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

PERFORMANCE RESPONSIBILITIES: As assigned by the supervisor, including, but not limited to the following:

General

1. Works directly under Administrative Coordinator of Gifted/Talented/Advanced Placement/REACH
2. Performs any function required by Administrative Coordinator or Consultant.
3. Performs any function as required by CPSB.
4. Helps train Clerk B.
5. Answers all phone calls and e-mails in a timely manner.
6. Creates, maintains, and continually updates student databases for all four programs.
7. Maintains documentation for the Fixed Assets Inventory.
8. Keeps records of supplies and equipment checked out by teachers
9. Logs in all supplies and equipment received
10. Communicates with all Gifted, Talented, and REACH teachers on all information needed
11. Assists with all teacher in-services and meetings
12. Maintain records and files for all active and inactive students
13. Maintain the file room with all inactive folders
14. Updates information for Screening Packets, Educational Rights Booklets, etc. for printing.

Budget

15. Directly responsible for preparing and maintaining budgets for all four departments – Gifted, Talented, AP, and REACH.
16. Creates and maintains an update Excel spreadsheet for all budgets.
17. Prepares annual budgets for all four departments.

Purchasing

18. Directly responsible for entering requisitions for supplies and equipment for all four departments
19. Inventories all supplies and equipment received and maintains inventory on file.
20. Processes and sends all ordered materials to teachers.

21. Scans all invoices and sends to Accounts Payable (AP).
22. Monitors all orders until completion of order.
23. Prepares textbook order for Gifted and AP to send to Textbook Department.

Travel

24. . Monitors monthly travel sheets for all itinerant teachers and forward to Accounts Payable.
25. Coordinates travel procedures for teacher professional development for all departments.
26. Responsible for verifying that all travel documentation is received by all teachers in a timely manner.

Gifted and Talented

27. Works with Pupil Appraisal in all processes dealing with Talented Evaluations with plans of transitioning this job to Pupil Appraisal
28. Changes grade/school/teacher SER for the new school year for all active and inactive Gifted and Talented students.
29. Prepares/edits the REACH referral packet for counselors/teacher when necessary as well as disseminate when needed.
30. Assigns each active student to a teacher in order to run IEP Rosters.
31. Prints and delivers Gifted Student IEP Rosters to teachers.
32. Corrects and updates all information in SER after receiving corrected rosters from Gifted teachers for MFP Count for October 1 and February 1.
33. Maintains and updates spreadsheets for Projected Enrollment, Class Rosters & Teacher Rosters.
34. Check all IEPs for accuracy before submitting to SER.
35. Responsible for all processes dealing with IEP input into SER.
36. Checks compliance once a month and make necessary changes.
37. Maintains all data dealing with Evaluations and Reevaluations.
38. Prepares transportation needs for Gifted, Talented, and REACH.
39. Sends bus schedules to transportation for the High School Gifted, Gifted and Talented pull-out enrichment programs, and REACH programming.
40. Sends bus schedules to principals who have students enrolled in any pull-out programming and/or students being bussed to a Gifted Center.
41. Updates projected enrollment for the next school year and sends to contact teachers for corrections.
42. Mails parent letters of fifth and eighth grade parents to find out which school students will attend next school year.
43. Exits all Seniors that graduated for that school year in SER.
44. Maintains files on all active and inactive students.
45. Works with Pupil Appraisal on matters relating to referrals for evaluation.

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Clerk C – Library Services

QUALIFICATIONS: High School Diploma, Clerical Library Skills

REPORTS TO: Library Consultant

JOB GOAL: To provide support services to libraries served by the Calcasieu Parish School Board

TERMS OF EMPLOYMENT: Twelve months per year. Salary as established by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

PERFORMANCE RESPONSIBILITIES: As assigned by the supervisor, including, but not limited to the following:

1. Type, proof, and prepare copies of requisitions on orders for reference, library books, supplies for librarians and Library Services office and all subscriptions.
2. Review and verify fixed assets inventory
3. Maintain computer files of correspondence with book jobber, reference, and supply vendors
4. Create and maintain spreadsheets on budget allocations and expenditures for all schools and Library Services department, including bidding process.
5. Maintain current listing of all school librarians
6. Receive library books: unpack, review for appropriate content, verify packing slips, review books, and prepare for shipment to school libraries
7. Process orders: receive materials, verify packing slips and unpack boxes, process invoices, and prepare for shipment
8. Receive and send mail/email, maintain machines and supplies used in Library Services department
9. Create thematic bulletin boards, with online applications and displays as needed
10. Assist with planning and coordinating training for librarians, as needed
11. Order all the magazines, newspapers, and serial publications for the school libraries and library services
12. Visit schools as needed to take pictures for the Newsletter.
13. Coordinate all parish orders for the school libraries.
14. Monitor department online resources/webpage and coordinate adjustments and updates, as needed

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Clerk C – Purchasing

QUALIFICATIONS: High School Diploma or equivalent

REPORTS TO: Purchasing Supervisor

JOB GOAL: To maintain efficiency of daily purchase order processing through the discharge of duties.

TERMS OF EMPLOYMENT: Twelve-month employment. Salary based on Central Office Clerical Schedule

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

PERFORMANCE RESPONSIBILITIES: As assigned by the supervisor, including, but not limited to the following:

1. Follow daily procedures to convert, print, forward, and confirm receipt of all purchase orders.
2. Make all purchase order corrections, as needed.
3. Set up new vendors
4. Work closely with Accounts Payable to rectify invoice/PO issues
5. Display appropriate overall appearance, is honest, and ethical.
6. Punctual in arriving at the duty/assignment and is absent only as authorized.
7. Establishes and maintains good rapport with all individuals in the job environment.
8. Functions harmoniously with other members of the staff including other support personnel, supervisors, and administrators of the district.
9. Conducts assigned duties in an efficient and cooperative manner.
10. Maintains a high degree of composure during unexpected events.
11. Uses time allotted to the assignment efficiently.
12. Exhibits enthusiasm in working with the assignment and others.
13. Uses facilities and equipment appropriately, safely, and effectively.
14. Remains calm and mature in his/her reactions.
15. Able to follow directions as related to the job.
16. Able to perform skills as related to the job assignment.
17. Verbally supportive of school, department, and district policy.
18. Accepts change and responsibility in a positive manner.
19. Is receptive to supervision and constructive criticism directed by the immediate supervisor as well as other supervisors and administrators.

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board

Job Description Data Entry Clerk C

QUALIFICATIONS: High school diploma or equivalent. Three years job experience as a data entry operator or three years' experience as an accountant clerk with 10-key proficiency. Such alternatives to the above as the Board may find acceptable.

REPORTS TO: Assistant Director of Sales Tax

JOB GOAL: To assist departmental personnel in processing tax returns via input into data processing system for proper accountability and compliance with established policies and procedures.

TERMS OF EMPLOYMENT: Twelve-month employment. Salary based on Central Office Clerical Schedule

EVALUATION: Performance of this job will be evaluated annually by the Assistant Director of Sales Tax in accordance with provisions of the Board's policy on evaluation of personnel.

PERFORMANCE RESPONSIBILITIES: As assigned by the supervisor, including, but not limited to the following:

1. Input tax returns and remittances in the most accurate and efficient manner.
2. Prepare change orders and enter changes when applicable (filing frequency, address, name, zip, etc. normally between the 1st and the 18th of the month).
3. Prepare and verify deposits.
4. Assist Assistant Director with problem returns.
5. Assist in opening mail as required.
6. Organize, verify, edit and bind the Control reports daily.
7. Download electronic sales tax return data daily to be processed.
8. Scan returns and deposit information in accordance with departmental policy.
9. Performs any other duties and functions which may be necessary or desirable to carry out the purposes and functions of the department, and/or assigned by the Supervisor or Director.
10. Exhibit loyalty and maintain a positive attitude in the promotion of the school system's goals.

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board

**Job Description
Debit/Credit Clerk C**

QUALIFICATIONS: High school education or equivalent with minimum qualifications, skills and experience in office environment.

REPORTS TO: Assistant Director of Sales Tax

JOB GOAL: To assist in processing incoming tax reports and other transmittals in effective and efficient manner.

TERMS OF EMPLOYMENT: Twelve-month employment. Salary based on Central Office Clerical Schedule

EVALUATION: Performance of this job will be evaluated annually by the Assistant Director of Sales Tax in accordance with provisions of the Board's policy on evaluation of personnel.

PERFORMANCE RESPONSIBILITIES: As assigned by the supervisor, including, but not limited to the following:

1. Assist in opening mail and processing.
2. Maintain departmental Petty Cash.
3. Place and receive telephone calls and record messages concerning outstanding balances.
4. Assist with the preparation of sales tax report(s) and accept payments from taxpayers when required.
5. Maintain filing systems for debit/credit memos.
6. Prepare debit/credit memos for mailing and maintain system for follow up.
7. Key returns with debit/credit memos, memos with checks, audit assessments and other returns as necessary.
8. Scan tax returns and related information in electronic document retention and retrieval system.
9. Receive and process all requests for waivers in accordance with established procedures.
10. Performs any other duties and functions which may be necessary or desirable to carry out the purposes and functions of the department, and/or assigned by the Supervisor or Director.
11. Exhibit loyalty and maintain a positive attitude in the promotion of the school system's goals.

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board

Job Description Fixed Assets Clerk

QUALIFICATIONS: High School Diploma or equivalent

REPORTS TO: Warehouse Director

JOB GOAL: Able to work in warehouse conditions to tag fixed assets and computer related items.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES: As assigned by the supervisor, including, but not limited to the following:

1. Display appropriate overall appearance, is honest, and ethical.
2. Punctual in arriving at the duty/assignment and is absent only as authorized.
3. Establishes and maintains good rapport with all individuals in the job environment.
4. Functions harmoniously with other members of the staff including other support personnel, supervisors, and administrators of the district.
5. Conducts assigned duties in an efficient and cooperative manner.
6. Maintains a high degree of composure during unexpected events.
7. Uses time allotted to the assignment efficiently.
8. Exhibits enthusiasm in working with the assignment and others.
9. Uses facilities and equipment appropriately, safely, and effectively.
10. Remains calm and mature in his/her reactions.
11. Able to follow directions as related to the job.
12. Able to perform skills as related to the job assignment.
13. Verbally supportive of school, department, and district policy.
14. Accepts change and responsibility in a positive manner.
15. Is receptive to supervision and constructive criticism directed by the immediate supervisor as well as other supervisors and administrators.

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Management Information Systems Data Entry Clerk

QUALIFICATIONS: High School Diploma or equivalent training or experience in data entry, filing, and general office procedures.

REPORTS TO: Director of Management Information Systems

JOB GOAL: To support school office staff in the use of the student information system.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

PERFORMANCE RESPONSIBILITIES: As assigned by the supervisor, including, but not limited to the following:

1. Stay current on revisions made to student system and online attendance and grading system.
2. Collaborate with office staff about changes in student information system.
3. Keep current/accurate list of school office staff for effective communications.
4. Communicate with school office staff as needed for updates to student system procedures.
5. Maintain paper and electronic filing systems for communications with school office staff.
6. Maintain procedural documentation and handouts for student information system processes.
7. Perform periodic checks on student information system data entry from school staff.
8. Prepare reports for school staff from student information system.
9. Serve as level one help desk for school level student information system users.
10. Punctual in arriving at the duty/assignment and is absent only as authorized.
11. Establish and maintain good rapport with all individuals in the job environment.
12. Conduct assigned duties in an efficient and cooperative manner.
13. Maintain a high degree of composure during unexpected events.
14. Use time allotted to the assignment efficiently.
15. Exhibit enthusiasm in working with the assignment and others.
16. Use facilities and equipment appropriately, safely, and effectively.
17. Follow directions as related to the job.
18. Perform skills as related to the job assignment.
19. Show verbal support of school, department, and district policy.
20. Accept change and responsibilities in a positive manner.
21. Be receptive to supervision and constructive criticism directed by the immediate supervisor.
22. Follow all CPSB Policies.
23. Performs other duties as assigned by the Director of Management Information Systems.

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Secretary to Director of Sales Tax – Clerk C

QUALIFICATIONS: High School diploma with minimum 5 years' experience in a secretarial position. Such alternatives as the Board may find acceptable. Degree in Office Administration or graduate from a recognized school of secretarial skills preferred.

REPORTS TO: Director of Sales Tax

JOB GOAL: To maintain efficiency of the office through the discharge of duties.

TERMS OF EMPLOYMENT: Twelve-month employment. Salary based on Central Office Clerical Schedule

EVALUATION: Performance of this job will be evaluated annually by the Director of Sales Tax in accordance with provisions of the Board's policy on evaluation of personnel.

PERFORMANCE RESPONSIBILITIES: As assigned by the supervisor, including, but not limited to the following:

1. Perform secretarial duties required by Director and provide necessary assistance to other supervisory employees.
2. Assist Director in preparation of departmental and jurisdictional annual budgets.
3. Coordinate purchasing of equipment and supplies with designated personnel and maintain adequate reporting for administrative purposes.
4. Maintain filing system as directed to include electronic records for retrieval and retention purposes. Scan information into electronic system as necessary.
5. Maintain appointment and telephone schedules as necessary.
6. Prepare periodic reports to include deposit summary, collection summary, billing summary, TIF and Wal-Mart summaries. Assist with semi-annual newsletter.
7. Prepare and record billheads for approval of general office expenditures.
8. Prepare and enter electronic purchase requisitions. Verify receipt of purchased items and send completed purchase orders to Accounts Payable for payment.
9. Serve as Technological Coordinator for department.
10. Maintain office website to include updates and other information as requested.
11. Coordinate electronic payroll system for tax personnel, entering monthly timesheet information into payroll system.
12. Coordinate acquisition of janitorial supplies with Janitor and warehouse.
13. Maintain and report Fixed Asset summary as needed or necessary.
14. Assist Director with LATA and United Way activities.
15. Perform any other duties and functions which may be necessary or desirable to carry out the purposes and functions of the department and/or assigned by a Supervisor or Director.
16. Exhibit loyalty and maintain a positive attitude in the promotion of the school system's goals.

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____