



TO: Members, Calcasieu Parish School Board

FROM: Robert Barrentine, Chief Operations Officer

DATE: April 28, 2025 – 5:00 p.m.

SUBJECT: Administrative and Personnel Committee Meeting

AGENDA

A & P Committee Meeting Items

- A. Transportation Request
 - 1. Assistant Director of Transportation – New Position
 - 2. Field Supervisor – New Position
 - 3. Title Change from Transportation Fleet Supervisor to Transportation Personnel Supervisor
- B. Public Conduct on School Property - KGA
- C. Visitors to the schools - KM
- D. Consideration of motion to take from the table previous agenda item regarding changing the name of the position of Director of Career and Technical Education to Administrative Director of Career and Technical Education
- E. 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
Rev. Desmond Wallace
Dr. Betty Washington
Phyllis Ayo



Calcasieu Parish School Board
Job Description
Assistant Director of Transportation

QUALIFICATIONS: Educational Leadership Level 1 (preferred). Bachelor's degree in field related to education or management. Must obtain CDL (if medically capable) within one year of the appointment of the position. General knowledge of the district includes location of all facilities, rapport with site leadership of facilities, and CPSB Policy and Procedures Manual. Must have familiarity, rapport, and ability to work on moment's notice with the Chief Operating Officer and Public Information Officer along with the Director of Transportation. Develop working relationships with local law enforcement agencies, medical responders, Office of Homeland Security and Emergency Planning, print and television media, as well as the Department of transportation, Louisiana Department of Education, and the Federal Motor Carrier Safety Administration.

REPORTS TO: Director of Transportation

JOB GOALS: Working with the Chief Operating Officer and Director of Transportation to oversee the daily operations of the Transportation Department. Duties will include those responsibilities listed below to ensure that the largest department with CPSB has representation available for district and public concerns, efficiency in all aspects of the department, and implementing more rigorous safety details.

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. Secure and maintain a CDL licensure if applicable.
2. Evaluating driver performance, providing feedback and coaching, addressing safety concerns, and documenting infractions.
3. Maintaining hours of availability for department, district, and public concerns to be documented.
4. Working with the Shop Foreman, department supervisors, and Risk Management Department, be able to report the findings of the Accident Review Committee and apply the necessary remediation.
5. Schedule in advance, coursework is appropriate to drivers, aides, and monitors that is relevant to their job performance and comply with state and federal guidelines yearly.
6. If needed, report to a scene or accident and document and report all actions to the Director of Transportation and Chief Operating Officer.
7. Work normal shift as assigned by Director of Transportation, as well as additional hours needed as it pertains to day-to-day operations, investigations, or emergency situations.
8. Available 24/7 via cell phone.
9. Work with Route Supervisor to resolve issues, but not limited to, route efficiencies, overcrowding on buses, and the Personnel Supervisor to manage conflict between departmental employees.
10. Ensuring drivers maintain proper documentation, including logbooks, students count, seating charts, and vehicle inspection reports, and adhering to all state and federal transportation guidelines.
11. Understand local, state, and federal regulations as they pertain to School Transportation.
12. Familiar with or have access to CPSB and LDOE policies.
13. Establish and maintain positive working relationships with staff, school officials and employees, various agencies, and the public.
14. Any other duties assigned by Director of Transportation.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Transportation Field Supervisor

QUALIFICATIONS: High School Diploma or greater; experience in office procedures; use of a computer; knowledge of the Parish area; school; systems policies, state department of education policies and a valid state driver's license. Must have 10 years of good driving experience.

REPORTS TO: Director of Transportation

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. Secure and maintain a CDL licensure, must have 10 years of successful route driving experience
2. Evaluating driver performance, providing feedback and coaching, addressing safety concerns, and documenting infractions.
3. Work with COO, Risk Manager, Director of Transportation and Site Administration for implementation of safety protocols of fleet entering and existing campuses.
4. Investigating accidents or emergencies on bus routes, gathering information, reporting to relevant authorities, and coordinating necessary follow-up actions.
5. Work normal shift as assigned by Director of Transportation, as well as additional hours needed as it pertains to day-to-day operations, investigations, or emergency situations.
6. Serve on the Accident Review Committee
7. Available 24/7 via cell phone.
8. Work with Route Supervisor to resolve issues, but not limited to, route efficiencies, overcrowding on buses, and the Personnel Supervisor to manage conflict between departmental employees.
9. Ensuring drivers maintain proper documentation, including logbooks, student counts, seating charts, and vehicle inspection reports, and adhering to all state and federal transportation guidelines.
10. Understand local, state, and federal regulations as they pertain to School transportation.
11. Familiar with or have access to CPSB and LDOE policies.
12. Establish and maintain positive working relationships with staff, school officials and employees, various agencies, and the public.
13. Any other duties assigned by Director of Transportation.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Transportation ~~Fleet~~ Personnel Supervisor

QUALIFICATIONS: High School Diploma or greater; experience in office procedures; use of a computer; knowledge of the Parish area; school; systems policies, state department of education policies and a valid state driver's license.

REPORTS TO: Director of Transportation

JOB GOALS: Working with the Director of Transportation and Director of Payroll and Personnel, keeping current records on all available drivers, aides, monitors, and garage and office staff; particularly initial application, driving record, pay rates, policy and departmental violations, online education, drug tests, yearly physicals, and any other documentation relevant to employment and performance. Serving on the district's Accident Review Committee and assisting Risk Management with incidents involving district vehicles when called upon.

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. Secure and maintain a CDL licensure within 1 year of hire date.
2. Meet with and assist school personnel as needed
3. Handling complaints from drivers, mechanics
- ~~4. Plan and conduct training, safety meetings, and fleet inspections.~~
5. Work with COO, Risk Manager, Director of Transportation and Site Administration for implementation of programs and procedures.
6. Prepare reports for board and staff.
7. Work normal shift as assigned by Director of Transportation, as well as additional hours needed as it pertains to day-to-day operations, investigations, or emergency situations.
8. Serve on the Accident Review Committee (monthly meetings usually held on the last Thursday of every month).
9. Available 24/7 via cell phone.
10. Assist with assigning route splits when needed.
11. Work with Route Supervisor and Director of Transportation to resolve issues, but not limited to, ~~route efficiencies, overcrowding on buses~~, conflict between departmental employees, etc.
- ~~12. Field work can consist of pre and post trip observations, private property usage, maintaining private property upkeep, and all other assignment directed by COO and Director of Transportation.~~
13. Assist Transportation Office Manager with requisitions, purchase order entries.
14. Understand local, state, and federal regulations as they pertain to School Transportation.
15. Familiar with or have access to CPSB and LDOE policies.
16. Establish and maintain positive working relationships with staff, school officials and employees, various agencies, and the public.
17. Any other duties assigned by Director of Transportation.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Transportation Personnel Supervisor

QUALIFICATIONS: High School Diploma or greater; experience in office procedures; use of a computer; knowledge of the Parish area; school; systems policies, state department of education policies and a valid state driver's license.

REPORTS TO: Director of Transportation

JOB GOALS: Working with the Director of Transportation and Director of Payroll and Personnel, keeping current records on all available drivers, aides, monitors, and garage and office staff; particularly initial application, driving record, pay rates, policy and departmental violations, online education, drug tests, yearly physicals, and any other documentation relevant to employment and performance. Serving on the district's Accident Review Committee and assisting Risk Management with incidents involving district vehicles when called upon.

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. Secure and maintain a CDL licensure within 1 year of hire date.
2. Meet with and assist school personnel as needed
3. Handling complaints from drivers, mechanics
4. Work with COO, Risk Manager, Director of Transportation and Site Administration for implementation of programs and procedures.
5. Prepare reports for board and staff.
6. Work normal shift as assigned by Director of Transportation, as well as additional hours needed as it pertains to day-to-day operations, investigations, or emergency situations.
7. Serve on the Accident Review Committee (monthly meetings usually held on the last Thursday of every month).
8. Available 24/7 via cell phone.
9. Assist with assigning route splits when needed.
10. Work with Route Supervisor and Director of Transportation to resolve issues, but not limited to, conflict between departmental employees, etc.
11. Assist Transportation Office Manager with requisitions, purchase order entries.
12. Understand local, state, and federal regulations as they pertain to School Transportation.
13. Familiar with or have access to CPSB and LDOE policies.
14. Establish and maintain positive working relationships with staff, school officials and employees, various agencies, and the public.
15. Any other duties assigned by Director of Transportation.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____

PUBLIC CONDUCT ON SCHOOL PROPERTY

The Calcasieu Parish School Board shall require any person attending any school event or school-related function on or off campus to conduct themselves with politeness, decorum, and proper sportsmanship. Any person entering any school campus or School Board property shall be required to conduct himself/herself in accordance with acceptable standards of conduct and show respect for the law and rights of others. Any person who disrupts the orderly educational process while on a school campus or School Board property may be restricted or banned from such property by the Board. In addition, any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event, may be ejected from the event the person is attending and/or be denied admission to other school events for up to a year. Should a person's conduct while on school property become so disruptive that it threatens the safety of any employee or student, school personnel shall be authorized to notify law enforcement personnel for assistance. The Superintendent shall have the authority to review the circumstances and make the final decision regarding attendance of the individual at any school or school function. Examples of unacceptable conduct include, but are not limited to:

1. Using vulgar or obscene language or gestures
2. Possessing or being under the influence of any alcoholic beverage or illegal substance
3. Fighting or otherwise striking or threatening another person
4. Failing to obey the instructions of a security officer or school district employee
5. Interfering in any way with an athletic or co-curricular event
6. Engaging in any activity which is disruptive or illegal

Students demonstrating any of the above conduct shall be subject to disciplinary action in accordance with Board policy. Employees exhibiting any of the above conduct may be subject to suspension or termination.

SCHOOL SPORTING EVENT SAFETY AND SECURITY PROCEDURES

School sporting events are an opportunity for schools and communities to come together to build relationships, show community pride, and celebrate student success. School sporting events including football, basketball, and baseball are examples but not an inclusive list.

Safety and security procedures:

1. Principals shall determine the number of officers/security at school sporting events. Security agents shall be stationed throughout the venue.

2. Guests shall be discouraged from bringing any bags into any school sporting event. Bags brought to sporting events must be clear bags and shall be subject to search and proper inspection
3. All guests may be required to pass through weapons detection systems upon entry. School personnel or security shall be at each entrance location for sporting events. (Personal items shall be subject to search.)
4. If determined to be a need by the school administration, any elementary or middle school-aged student must be accompanied by a parent/guardian to enter after school events. If deemed necessary, they shall be required to sit with the parent/guardian during the event.
5. Weapons of any kind shall not be allowed. Examples include, but are not limited to, firearms, knives, other sharp objects, mace, etc.
6. The school administration reserves the right to include any extra security procedures if deemed necessary during the school year.
7. Fans shall stay off playing fields or courts during the game and always refrain from throwing objects for any reason.

New policy: May, 2011

Ref:	La.	Rev.	Stat.	Ann.
	<u>§§14:63, 14:63.3, 14:63.4, 14:122, 14:122.1, 14:122.2, 14:328, 17:81</u>			
	Board minutes, <u>2-7-12</u>			

Calcasieu Parish School Board

VISITORS TO THE SCHOOLS

The Calcasieu Parish School Board welcomes and encourages parents and other school patrons to visit the schools at appropriate times; in fact, special programs and visiting days may be planned throughout each school year to provide opportunity for such visits. If at all possible, visits should be pre-arranged. Principals are authorized to take necessary steps in dealing with unauthorized visitors.

Principals shall be responsible for establishing procedures that will protect instructional time and ensure the safety and welfare of students, teachers and staff members. Each school shall designate one main entrance/exit. Any other entrance/exit shall be at the discretion of the principal who is authorized to take the necessary steps to secure those entrances/exits.

Visitor is defined as anyone other than the school system personnel paid at the site in question. All visitors shall report to the principal's office immediately upon coming onto school grounds for their visit and will be required to sign a "visitors' log" upon arrival/departure. Visitors will be assigned passes at the discretion of the principal or his/her designee. For record keeping purposes, the visitors' log shall remain on site in accordance with existing policy.

The Board, in accordance with state law, shall authorize principals, school administrators, or school security guards to search the person, and any item in the possession of a person who is not a student enrolled in school, or any school employee, while in or on any school property. The search may be conducted at random with metal detector or physically when there is reasonable suspicion that such person has in their possession any weapons, illegal drugs, alcohol, stolen goods, or other materials in violation of Board policy.

CLEAR BAGS

To ensure stakeholder safety at all Calcasieu Parish Public Schools sporting events, the Calcasieu Parish School Board has instituted a clear bag policy at all sporting venues and events.

Revised: December, 1991
Revised: October, 1994
Revised: May, 1997

Ref: La. Rev. Stat. Ann. §§17:416.6, 17:416.10
Board minutes, 3-17-92, 4-8-97, 6-17-97

Calcasieu Parish School Board

Reclassification of Director to Administrative Director

March 2025

Opening

- Tonight, I am recommending the reclassification of the Director of Career and Technical Education position from Director to Administrative Director.
- This recommendation is based on a significant increase in both the scope of the responsibilities and the direct impact of the departments work is having on students, teachers, and the overall district.

Expanded Program Leadership

- This position now leads three major divisions:
 - Career & Technical Education, including counselors
 - Visual & Performing Arts, including music, art, and theater (125+ teachers across all levels)
 - College Programs through McNeese State University and Sowela (150% participation increase)
- These programs collectively touch thousands of students, from career exploration and credentialing to advanced arts instruction and dual enrollment opportunities.

Strategic Staffing and Student Support

- The department has added three full-time Career Coaches, including one dedicated entirely to persistently struggling schools — an important step to ensure equity and student access to career pathways.

Expansion of Student Opportunities

- CTE pathways have expanded by **50%**, and for the first time, we offer 90% of all **available state-approved pathway**, giving our students more opportunities to prepare for high-wage, high-skill careers.

Innovative Testing Solutions

- The department established a **National ETS Testing Center** here in Calcasieu Parish.
- This center provides critical testing, including the **GRE** and **PRAXIS**, serving both our teacher pipeline and regional higher education partners.

Fiscal and Operational Responsibility

- The department manages multiple funding streams, including general fund, federal Perkins funds, and several specialized state and local allocations including the Career Development Fund and the Supplemental Course Academy.
- The department work ensures that these dollars are effectively aligned to student programs, certification opportunities, and instructional supports.

District and Community Impact

- The Visual & Performing Arts program has gained recognition beyond Louisiana, and the department has strengthened partnerships with higher education and industry to provide meaningful pathways for students.
- The efforts of the department have directly support our district's priorities of **access**, **equity**, and **postsecondary readiness**.

Closing

- For these reasons, I respectfully recommend elevating this position to **Administrative Director** level to accurately reflect the scope, complexity, and impact of the current and added responsibilities.

Expanded Reasons for Elevation to Administrative Director – more facts and information

- **Expanded Scope of Responsibilities**

- Added **Visual and Performing Arts** (Music, Art, and Theater) programs.
 - 125+ teachers
- Managing **College Programs** at **McNeese State University** and **Sowela Technical Community College** with over a 200% increase in student population
- Increased collaboration with **higher education institutions** for dual enrollment and articulation agreements.
- **Supervising three newly added Career Coaches** dedicated to recruiting and retaining students in CTE programs, with one focused specifically on **persistently struggling schools**.
- **Established and oversee a National Testing Center for Educational Testing Services (ETS)**, providing the district and region with:
 - **Graduate Record Examination (GRE)**
 - Full suite of **PRAXIS Exams** (Teacher Preparation & Licensure)
 - Over 600 tests have been administered

- **Significant Budget and Funding Management**

- **Overseeing and managing multiple funding sources**, including:
 - **General Fund** for CTE programming and counselors
 - **College Programs Fund**
 - **Career Development Fund**
 - **Carl Perkins Federal Grant**
 - **Visual and Performing Arts Budget**
 - **State Supplemental Course Academy** (for online dual enrollment and career courses)
- **Ensuring financial sustainability** of programs through **strategic budget planning and grant acquisition**.
- **Aligning funding with student needs, workforce demands, and academic priorities**.

- **Elevated the Status of Visual and Performing Arts**

- Transformed the **Visual and Performing Arts** program into a **highly recognized initiative** well **beyond state borders**.

- Fostered **national partnerships and recognition** for student performances, exhibitions, and creative achievements.
- Strengthened **connections with arts organizations, industry professionals, and higher education institutions** to provide expanded opportunities for students.
- **Increased Leadership and Strategic Impact**
 - Leading **cross-disciplinary programs** that bridge **academic, career, and artistic pathways** for students.
 - Strengthening **community and industry partnerships** to expand student opportunities.
 - Representing the district at **state and national levels** in multiple education sectors.
 - **Developing and overseeing targeted recruitment and retention strategies** to increase student participation in CTE and college programs.
- **Greater Administrative Oversight and Decision-Making**
 - Managing **multiple department budgets** and securing funding for program sustainability.
 - Overseeing **staffing, curriculum development, and policy implementation** across multiple disciplines.
 - Coordinating district-wide **facilities, equipment, and resources** for CTE, Arts, and College Programs.
 - **Supervising the Career Coaches** to ensure alignment with district goals and **focused support for struggling schools**.
 - **Operating the ETS National Testing Center**, facilitating essential graduate and teacher licensure testing for the region.
- **Alignment with Organizational Growth and Needs**
 - The expansion of programs necessitates **higher-level coordination and centralized leadership**.
 - Ensuring **equitable access** to diverse educational pathways for all students.
 - Enhancing district **strategic initiatives** by integrating **CTE, arts, college readiness, and credentialing** programs.
 - **Addressing achievement gaps in persistently struggling schools** through targeted CTE support.

Responsibilities of Administrative Director Role

- **Supervise and provide leadership** for **Career & Technical Education (CTE), Visual and Performing Arts, and College Programs.**
- **Develop and maintain partnerships** with **McNeese State University** and **Sowela Technical Community College** for dual enrollment and workforce alignment.
- **Oversee district-wide funding and budgeting** for career, college, and arts programs, ensuring proper allocation and compliance for:
 - General Fund (CTE programming and counselors)
 - College Programs Fund
 - Career Development Fund
 - Carl Perkins Federal Grant
 - Visual and Performing Arts Budget
 - State Supplemental Course Academy
- **Oversee and operate the ETS National Testing Center**, offering GRE and PRAXIS testing for the district and regional community.
- **Ensure compliance** with **state and national educational policies and accreditation requirements.**
- **Advocate for program growth and expansion**, securing grants and industry partnerships.
- **Lead professional development initiatives** for educators in CTE, arts, and college prep programs.
- **Supervise and evaluate** the effectiveness of the three Career Coaches, ensuring strong student recruitment, retention, and specialized support for struggling schools.
- **Enhance national recognition** of the district's Visual and Performing Arts program through strategic promotion, partnerships, and advocacy.
- **Represent the district** at **state, regional, and national** educational organizations and events.
- **Implement innovative programs** that align with **workforce needs, higher education trends, and artistic excellence.**

Tony McCardle

Director of CTE, VPA & CP

VPA

Department of
Visual and Performing Arts

K-12 Performing Art Consultant
55 Performing Arts Instructors
5,344 K-5th Music Students
1,226 6-8 Music Students
1,161 Music/Theater 9-12th Students

K-12 Visual Art Consultant
54 Visual Arts Instructors
12,699 K-5th Art Students
974 6-8 Art Students
5,411 9-12th Art Students



C.P. Consultant
C.P. Clerk

3 Instructors
421 DE MSU Students
35 DE SOWELA Students

Counselors

K-12 Counselor Consultant
87 Counselors



2 CTE Administrators
9-12 Trades & Industry Consultant
6-12 Business & FACS Consultant
CTE Secretary
CTE Financial Secretary
3 Career Coaches
CTE Data Analyst
Campus Promotions Coordinator
Computer Technician
100 CTE Instructors
6,104 CTE Students



Calcasieu Parish School Board

SUPERINTENDENT
 Dr. Jason VanMetre

Legal Counsel
 Gregory Belfour

Chief Financial Officer
 Wilfred Bourne

Risk Manager
 Jay Bergeron

Director
Accounting/Budget
 Dennis Bent

Director
Sales/Use Tax
 Hollie Howard

Director
Mgt. Info. Services
 Laura Phenice

Supervisor
Accounts Payable
 Alicia Nelson

Director
Payroll/Personnel
 Operations
 John Snyder

Purchasing Agent
 Nasser Motamedi

Coordinator
Nursing
 Megan Foreman, RN

Supervisor Special Projects
 Dr. Shonna Anderson

Administrative
Director Elementary
 Willona Jackson

Administrative
Director Middle
 Owen Clanton

Administrative
Director High
 Robert Pete

Internal Auditor
 Wayne Foster

Public Information Officer
 Holly Holland

Chief Academic Officer
 Ronnie Harvey, Jr.

Chief Technology Officer
 Kim LeBlanc

Grant Consultant
 Maureen Kelly

Chief Operating Officer
 Robert Barrentine

Administrative
Director Special Services
 Wendy Hill

Supervisors
Special Ed.
 Shonda Mhire
 Michelle LeBlanc

Response to
Intervention
 Brad Brinkley

Admin. Coordinator
 Pupil Appraisal
 Mike Hill

CPAS
Positive
Connections
 Homebound

Media Center
Print Shop

Supervisors
Child Welfare
 Kim Broussard, Gwen Pullard,
 Eric McDonald, Wayne Smith

Coordinator
Adv. Studies
Gifted/Talented/AP
 Dr. Lorri Caldwell

AP Consultants
Director
Federal Programs
 John Spikes

Supervisor
Federal Programs
 Richard Vail

Director
Child Welfare/
Attendance
 Keith LeLeux

Supervisors
Food Services
 Dr. Jacqueline Richard

Director
Transportation
 Aaron McDonald

Director
Warehouse/
Textbooks
 Max Caldarera

Personnel
Supervisors
 Pam Arsenault
 Cary Smith
 Melinda Hardy

Maintenance
Supervisor
 Kenny Brown

Coordinator
Title IX
 Dr. Felicia Coleman

Administrative
Director Start/Pre-K
 Dr. Michelle Joubert

Supervisor Assessment
& Accountability
 Dielle Barrentine

Coordinator
Accountability
 Tracey Winn

Coordinator
Teacher & Leader
Support
 Julie Spann

Library Services
 Beth Ferguson



Calcasieu Parish School Board
Job Description
Data Processing Trainer Consultant

QUALIFICATIONS: A valid Louisiana teaching certificate which includes certification to teach in a content area or in elementary education. Master's degree Minimum of five successful years of teaching

REPORTS TO: Director of Management Information Services

JOB GOALS: To train school office personnel, teachers and parents in the parts of the student information system that pertains to their job assignment and/or student(s).

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. Stays up-to-date on revisions made to student system and online attendance and grading system.
 - a. Reads, attends conferences, and uses online databases to keep informed about relevant systems, software and online training technology.
 - b. Liaises with other bodies such as external course providers, clients, examining bodies and software companies.
2. Performs training needs analyses to determine the skill level and software/hardware issues of individuals being trained.
 - a. District personnel training needs will range from teaching basic PC operations to teaching new programming languages or how to use the latest hardware.
 - b. Teachers and parents will be trained to access and take advantage of the online attendance and grading system.
3. Organizes and schedules training to meet the needs of learners and demands of district.
4. Designs course materials and other documents such as handouts, manuals, and exercises.
5. Prepares the learning environment and resources, including setting up IT equipment.
6. Delivers training using a variety of methods including group classroom setting, online e-learning or Virtual Desktop, and individual one-on-one instruction.
7. Evaluates the effectiveness of the training and course outcomes.
8. Provides support to learners using Virtual Desktop or self-learning packages.
9. Take responsibility for maintenance of hardware and software used for training purposes and recommending repairs and upgrades to supervisory personnel where appropriate.
10. Keeps administrative records pertaining to the training process.
11. Maintains positive relationships and effective communication with all people involved in the training process.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Internal Audit School Auditor

QUALIFICATIONS: Bachelor's degree in Accounting from an accredited university. Ability to effectively communicate both orally and in writing. Such additions and alternatives to the above listed qualifications as the Calcasieu Parish School Board may determine to be appropriate.

REPORTS TO: Internal Auditor

JOB GOALS: To ensure that the school's financial records contain accurate and reliable information. To ensure that school's staff and personnel comply with applicable Board policies and procedures.

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 perform financial and compliance audits of all of the schools in the parish in conformity with generally accepted auditing standards for governmental entities.
2. To prepare work papers that provides sufficient competent evidential data to support the audit findings and recommendations.
3. To present audit findings and recommendations based on the results of the audit.
4. To provide training for school personnel for the keeping of school financial records.
5. To review the school's monthly financial statements and notify the school of corrections that needs to be made.
6. To perform other duties and tasks as deemed appropriate.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board

**Job Description
Chief Technology Officer**

QUALIFICATIONS: A minimum of an earned Master's degree from a regionally accredited institution. A minimum of five (5) years of successful school and/or central office administration experience. Such additional and alternatives to the above qualifications as the Calcasieu Parish School Board may determine within the parameters of State Department of Education Bulletin 746.

REPORTS TO: Chief Financial Officer

SUPERVISES: Data Processing, Technology Training Center, Tech Support Center

JOB GOALS: To coordinated the efforts of all departments and make better use of existing and new technologies for the betterment of the 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 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 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. Conducts the following listed tasks on a continuous basis:
 - a. Coordinates activities involving new technologies and all departments with the Data Processing Department for efficient working relationships.
 - b. Coordinates Technology Center program and the integration of new technologies throughout the system.
 - c. Recommends to Central Office Departments appropriate hardware and software purchases.
 - d. Coordinates curriculum and school site technology purchases to meet system standardized goals.
 - e. Supervises Tech Support Center and the work that is carried out.
 - f. Conducts such other tasks as may be assigned by the Superintendent.
7. Exhibits loyalty and maintains a positive attitude in the promotion of the systems goals.
8. Performs other duties and tasks as deemed appropriate by the Chief Financial Officer.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board

Job Description

Sales Tax Field Auditor

QUALIFICATIONS: Degree in Accounting or in Business with a minimum of 18 hours of accounting. Minimum of three years of experience in either tax work or accounting preferred. Such alternatives to the above qualifications as the Board may deem appropriate and acceptable.

REPORTS TO: Director of Sales Tax

JOB GOALS: To conduct examinations of dealer records in order to verify compliance with local sales, use and hotel/motel occupancy taxes. To advise and educate taxpayers concerning tax matters that supports the improvement of their knowledge of local tax 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. Examine records of taxpayers as assigned by Audit Manager.
2. Knowledgeable of local ordinances and state statutes pursuant to general sales and use tax matters.
3. Travel is required to discharge these duties: An auditor is required to provide and maintain a personal vehicle for local travel in the performance of their duties. Out of state travel will be governed by travel policies in effect as approved by the Calcasieu Parish School Board.
4. Verify and process various rebate and/or refund submissions as assigned.
5. Audit and process monthly tax returns during the 20th – 25th of each month and during holidays as scheduled.
6. Prepare results of each examination in accordance with office practices, policies, procedures and the Uniform Tax Code.
7. Prepare such reports as are required to include monthly activities consistent with assignment.
8. Provide technical assistance to dealers upon request or necessity.
9. Participate in in-service meetings, training seminars and general seminars aimed toward increased knowledge of office policies and tax issues.
10. Discuss all pertinent audit matters with Audit Office Manager.
11. Performs any other duties and functions which may be necessary or desirable to carry out the purpose and functions of the department, and/or assigned by the Supervisor or Director.
12. Exhibit loyalty and maintain a positive attitude in the promotion of the school/system's goal.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board

Job Description Chief Financial Officer

QUALIFICATIONS: Applicant must have a bachelor's degree from a regionally accredited college or university with a minimum of 24 hours of business-related courses as well as three or more years of work experience in accounting, finance, or other areas of fiscal management. CPA certification or CLSBA certification by LASBO preferred. Responsibilities include financial planning, financial reporting, analysis of data, preparation of management of operating budget and extensive presentation of all information to all stakeholders. Applicant must also have proven positive interpersonal skills and the ability to build, develop and motivate staff.

REPORTS TO: Superintendent of Schools

EVALUATION: Those assigned by the Superintendent.

PERFORMANCE RESPONSIBILITIES:

1. Conducts those tasks and assignments as directed by the 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. 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. As an associate level administrator to the Superintendent of Schools, the incumbent will serve as the chief financial officer of the school district second only to the superintendent.
 - b. Strives to provide the Superintendent of Schools with accounting and financial management data wherein the educational goals of the district are fostered and enhanced within the scope of available resources.
 - c. Supervises all fiscal affairs of the district within the parameters set forth by the Superintendent.
 - d. Supervises, directs, and conducts activities to enhance sound fiscal practices which are accepted, established, and within the parameters set forth by Government Accounting, Auditing, and Financial Reporting documents as well as the Government Accounting Standard Board.
 - e. Administers a uniform central accounting system for all central office based regular, special state, federal, grant awards, school food service, bonds, and other funds regardless of source.
 - f. Supervises and reviews daily cash requirements, cash flow analysis, invest all idle and reserve funds pursuant to laws of the State of Louisiana and generally accepted accounting principles.
 - g. Assist the superintendent with the preparation, control, and review of the various budgets and directed wherein the accounting and financial expertise is used to advise the Superintendent appropriately.
 - h. Supervises, reviews, directs, and evaluates the function of purchasing, payroll, accounting of funds for all programs, sales tax and revenue collection, treasury, and the reporting pursuant thereto for each of the above as required by the Board, State of Louisiana, and federal agencies.
 - i. Maintains fixed asset and real property files for all school plants and properties.
 - j. Supervises, reviews and directs the preparation of all financial reports and other fiscal documents.
 - k. Assumes responsibilities for short- and long-term fiscal planning in order to provide the Superintendent of Schools and appropriate staff members with data for financial forecast.

- l. Coordinates all external auditing activities and serves as secretary to appropriate committees of the Board as designed by the Superintendent of Schools.
- m. Services as an assistant treasurer of the Board.
- n. Presents data to the Board as needed and as directed by the Superintendent.
- 7. Performs other duties, which may be inherent in the above as well as all other tasks as deemed appropriate by Chief Financial Officer the Superintendent of Schools.
- 8. Exhibits loyalty and maintains a positive attitude in the promotion of the school/system's goals.

PERFORMANCE DUTIES: As assigned by the superintendent

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Director of Accounting & Budget

QUALIFICATIONS: Bachelor's degree in Business Administration from an accredited university or college. Ability to effectively use written and oral communication. Five years of experience in business management, especially accounting and financial operations. Such alternatives to the above qualifications as deemed appropriate.

REPORTS TO: Chief Financial Officer

JOB GOALS: To ensure the proper and efficient operations of the accounting and budgeting functions within the controls established by federal and state law, Calcasieu Parish School Board policies and procedures and sound accounting and internal control methods.

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 Chief Financial Officer 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. Directs all financial accounting.
 - b. Sets up and controls encumbrance accounting system.
 - c. Provides accounting services essential to the preparation, administration, supervision and control of the budget.
 - d. Obtains the annual budget requirements for all departments and prepares preliminary budget estimates.
 - e. Collects tuition, rental, and other monies due the Board.
 - f. Establishes and maintains an effective inventory control and property accounting system.
 - g. Make all reports that are the result of the accounting function.
 - h. Prepares and analyzes financial and other budget reports at regular intervals including the Comprehensive Annual Financial Report.
 - i. Reports to the Chief Financial Officer on the accounting affairs of the system and recommends changes and improvements as necessary.
 - j. Analyzes and controls expenditures.
 - k. Approves requisitions.
 - l. Controls and coordinates transfers of budgeted funds.
 - m. Maintains ledgers, journals, and other accounting documents and records.
 - n. Manages the school system's investment program.
 - o. Distributes departmental budgets.
 - p. Reconciles bank accounts held by the school system.
 - q. Safeguards all financial records and receipts and maintains same in accordance with the Calcasieu Parish School Board's Record Retention Policy.
 - r. Supervises all accounting operations.
 - s. Supervises all collection, safekeeping, and distribution of funds.
 - t. Works closely and cooperatively with independent auditors.

- u. Attends staff members of the Management and Finance departments.
 - v. Prepares an annual budget for the department to be submitted for approval to the Chief Financial Officer and the Board.
 - w. Performs other duties as assigned by the Associate Administrator for Management and Finance.
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
Director of Child Welfare and Attendance

QUALIFICATIONS: Applicants must have a Louisiana Teaching Certificate which includes certification as Educational Leader and/or Supervisor of Child Welfare Attendance as specified by Bulletin 746, Louisiana State Department of Education .

REPORTS TO: Assistant Superintendent of Auxiliary Services

SUPERVISES: Supervisors of Child Welfare and Attendance and staff

JOB GOALS: To assure every child the opportunity to attend school regularly; to serve as a liaison with the school and community to identify and eliminate, alleviate, or ameliorate undesirable conditions which have an adverse effect on the child's adjustment to his educational environment.

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 for Auxiliary Services in an effective, efficient, and timely manner.
2. Performs and conducts all responsibilities in a manner to be rated not partially successfully 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. Provides supervision and direction for all personnel assigned to the Department of Child Welfare and Attendance.
 - b. Assigns each supervisor specific areas of responsibility.
 - c. Enforces the compulsory school attendance law.
 - d. Renders consultative and follow-up services related to problems affecting pupil attendance, working closely with supervisors, school nurses, and school personnel.
 - e. Provides immediate service to truant students who are found in public places.
 - f. Initiates petitions to the District Attorney and attends District Court, as need, when attendance cases are presented.
 - g. Compiles a yearly case load on all cases handled by the department.
 - h. Works with school personnel in the identification and counseling of potential dropouts and conducts conferences with dropouts who wish to reenter.
 - i. Supervises and maintains the following for the system:
 1. Continuing census.
 2. Enumeration of all families in Calcasieu Parish.
 3. Survey of educable in the parish.
 4. Means of confirming birth dates.
 - j. Submits to the Superintendent, Assistant Superintendent for Curriculum and Instruction, Assistant Superintendents, and Directors, enrollment figures for each school as needed.
 - k. Responds to requests from other professional personnel, organizations, institutions, or agencies.
 - l. Disseminates pertinent information regarding school law and board policy to the public, staff, and students, as needed.
 - m. Serves as liaison between the following:

1. The schools and parents, courts, community agencies, and law enforcement agencies.
 2. The parents and schools and the Department of Special Education hospital/homebound programs.
 3. The Department of Special Education and the Child Search Program.
 4. The Juvenile Office and the school system in cases where students have been delinquent outside of school.
- n. Renders consultative and follow-up services related to problems affecting child adjustment.
 - o. Provides conferences and consultative services for students and parents regarding school disciplinary problems.
 - p. Sends due process letters of notice to parents of all students who have obtained three or more suspensions during an academic year.
 - q. Prepares the following reports for the State Department of Education:
 1. All suspensions and expulsions which have occurred during the academic year.
 2. All school dropouts.
 3. Self-evaluation, upon request
 - r. Monitors school attendance zones.
 - s. Acts on out-of-zone requests promptly.
 - t. Maintains records of attendance and student accounting, including projections of future enrollments, transfers of students, determination of tuition-paying status, implementation and enforcement of school boundaries, etc.
 - u. Submits to the Assistant Superintendent of Personnel the student data needed for compilation of the equalization report.
 - v. Prepares for the Superintendent and Board an annual report on attendance and related matters.
 - w. Provides a list of all pupils attending school in Calcasieu Parish whose legal residence is outside the parish.
 - x. Prepares and submits a budget to the Assistant Superintendent upon request.
 - y. Keeps informed on current material and innovative programs related to school attendance by attending local, district, state, and national meetings.
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
Advanced Studies Consultant

QUALIFICATIONS: A valid Type A Louisiana teaching certificate which includes certification in Academically Gifted Education as specified by Bulletin 746, Revised, Louisiana State Department of Education.

REPORTS TO: Administrative Coordinator for Advanced Studies

JOB GOALS: To provide a program of enriched and expanded learning experiences for children in the Gifted, Talented, Advanced Placement, & REACH Programs.

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:

General Responsibilities for all Four Programs

1. Works directly under Administrative Coordinator of Gifted/Talented/Advanced Placement/REACH
2. Co-directs and oversee the daily work activities of Advanced Studies Clerks.
3. Assumes all responsibilities of Administrative Coordinator when she is out.
4. Perform any function as required by CPSB.
5. Attend board meetings and committee meetings of the CPSB as needed.
6. Answer all phone calls and e-mails directed to the office.
7. Continue to look for possible sources of funding through grants.
8. Plans and conduct teacher-in-services and staff development activities.
9. Attends all departmental and system meetings to represent office.
10. Serves on system committees.

Advanced Placement Responsibilities:

General

1. Maintains school's active membership in the College Board—a critical affiliation for the school to foster a working relationship with the College Board in order to stay abreast of changes to Advanced Placement, SAT, PSAT, national educational initiatives, notification of conferences, teacher training workshops, etc.
2. Works closely with school and district administrators to maintain understanding and support of Advanced Placement Program.
3. Oversees needs of the program and implements changes that support the growth and quality of the Advanced Placement Program.
4. Perform any function as required by CPSB.

Programming

1. Collects and disseminates information and data from the College Board and from CPSB independent research.
2. Maintains complete and accurate records and statistics and develop meaningful reports from that information.
3. Attend board meetings and committee meetings of the CPSB as needed.
4. Monitors overall program operation and progress.
5. Identifies program areas in need of improvement.
6. Facilitates the dissemination of best practices of curriculum development and instructional methodology Consultant, Advanced Studies Plan A regarding differentiation to all of the schools in the district.
7. Monitors growth and assesses the progress toward increasing enrollment in AP courses, particularly minority representation in the program.
8. Maintains a thorough knowledge of federal, state, and local policies and procedures regarding advanced learners.
9. Maintains AP web site.

10. Evaluates the program annually.
11. Monitors AP Exams and exam administrators at all testing sites.

Professional Development

1. Attends national conferences in order to stay abreast of changes in the AP program when possible.
2. Coordinates & facilitates training for AP and Pre-AP teachers, counselors and administrators.
3. Coordinates staff development for the AP and Pre-AP teachers in their discipline.
4. Plans and provides technical and curriculum assistance for AP & Pre-AP teachers.
5. Maintains records of AP teachers' College Board and CPSB AP and Pre-AP training.
6. Advises, assists, and consults with building counselors and principals on recruitment of students into the Advanced Placement program.
7. Works at utilizing Title funds for professional development of AP and Pre-AP teachers.

Publicity

1. Facilitates events to recognize AP students and teachers. (I.e. AP Scholars Recognition, Honors Assemblies in high schools).
2. Provides nighttime meetings for parents/students to explain AP Program.
3. Publishes program's success (program brochure, newspapers, newsletters, etc.).
4. Serve as a contact person along with Administrative Coordinator for questions regarding the AP program.
5. Communicates program information to parents and students (formally and informally).
6. Maintains on-going communication with other departments within CPSB, with other school personnel, with parents and other community groups and organizations.
7. Advertises and promotes the AP program

Staffing Support

1. Coordinates teaching supplies including the AP college textbook orders.
2. Communicates with and obtains feedback from students in a manner that enhances student learning and understanding.
3. Assists in observations of AP teachers.
4. Mentors AP teachers as needed.
5. Handles teacher requests for materials and training (POs and Reimbursements).

AP Student Support

1. Use communication skills and technological skills necessary to maintain and to analyze a current and comprehensive database of the status of all eligible and potential Advanced Placement students.
2. Helps prepare, submit, and manage AP budget
3. Maintains cumulative data regarding program offerings, participation, exams, etc.
4. Collects, analyzes, and disseminates data from AP exam results

Gifted/Talented/REACH Responsibilities

1. Works closely with the Administrative Coordinator in Gifted/Talented/REACH in whatever capacity needed.
2. Assists in planning and attending Open Houses for these programs.
3. Assists in planning, organizing meetings at the district, state, & national level.
4. Works closely in utilizing Title Funds for professional development in G/T/REACH
5. Mentors gifted teachers and guides in curriculum development.
6. Assists in observations of G/T/REACH teachers.
7. Works closely with gifted students who are a part of the clustered gifted middle and high school programs.
8. Helps monitor online courses that gifted students are taking.
9. Communicates with parents the level of success of students participating in the online courses.
10. Works closely with the LVS coordinator in the district.
11. Works closely with the Administrative Coordinator in monitoring IEP compliance.
12. Attends IEP meetings as needed.
13. Assists the Administrative Coordinator in the alignment of the 6th-12th curriculum.
14. Keeps abreast of TOPS requirements and Bulletin 741 as it relates to graduation requirements.
15. Helps to promote all of the programs that the office supports – AP/ G/T/TALENTED ARTS/REACH.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Assistant Shop Foreman

QUALIFICATIONS: Progressively responsible experience and knowledge in the repair and maintenance of small and large automobiles. Must hold a class C Chauffeur's license.

REPORTS TO: Shop Foreman

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 the Shop Foreman in supervising the workforce assigned to the bus garage, this includes Assistant Shop Foreman, Mechanics and garage office staff; there may be special designations made by the Director of Transportation.
2. Assist the Shop Foreman in planning the flow of work within the shop; make general and detailed assignments to personnel.
3. Assume the Shop Foreman's responsibilities in his/her absence.
4. Assist the Shop Foreman in the evaluation of mechanics, office staff, and special designations.
5. Make all necessary school bus and vehicle repairs to insure their safe operation.
6. Make roads to repair vehicles when necessary.
7. Answer telephone to assist in the repair of vehicles on the road.
8. Inventory and maintain tools and equipment that are needed for assigned staff.
9. Use time allotted to the assignment effectively and efficiently.
10. Provide supervision and suggestions in a positive manner to enhance productivity.
11. Understands and accepts the employee/employer relationship in a constructive manner.
12. Perform all other duties as may be required and/or assigned for the efficient operation of the school bus garage of the Calcasieu Parish School Board.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

1. Position requires standing, walking, climbing, bending, crouching, push/pulling, carrying, reaching overhead, and lifting/lowering of up to 50 pounds.
2. There will be physical exposure to cold, heat, dampness, and noise.
3. Good hearing, color discrimination, and depth perception are necessary.
4. The ability to work appropriately with others in a close proximity is a must.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Bus Driver

QUALIFICATIONS: As required by Bulletins 119 State of Louisiana School Transportation Handbooks. Must have proven driving ability and experience. Must possess a Commercial Driver's License, Class B, with P, S and airbrake endorsements. Must be certified as a school bus operator. Must have high school education or equivalent. Must meet standards for employment; physical, drug test, criminal background check.

REPORTS TO: Director of Transportation and Principal or his/her designee

SUPERVISES: Students who ride the bus and the Bus Aide where applicable

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. Transport students to and from school timely.
2. Submit all reports and records required.
3. Conduct daily Pre-trip/Post-trip inspections on all safety sensitive items.
4. Attend all meetings as requested by the Transportation Department or other school officials.
5. Observe all traffic laws and regulations as mandated by the local School Board, City or Town, State, or Federal governments.
6. Promptly report severe discipline problems that occur on the bus to the principal or his/her designee.
7. Take every precaution to afford maximum protection to the students being transported.
8. Immediately report all accidents involving Calcasieu Parish School buses
9. Is responsible for the safe operation of the bus.
10. Performs daily bus maintenance and safety inspections and reports any deficiencies to the bus garage.
11. Communicates with the Supervisor of Route Supervisor any changes in routes or students.
12. Prepares and maintains a list of active and qualified substitute drivers and aides.
13. Supervises the bus aide and assures that the aide's duties are carried out.
14. Maintains good working relations with the parents, principals, and other School Board employees associated with his/her route.
15. Cooperates with school principals in solving discipline problems on the bus and/or other related problems.
16. Conforms to all parish, state, and national laws regarding safe bus operation.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

1. This position requires bending, crouching, pushing, pulling and carrying up to 50 pounds.
2. There will be exposure to heat, cold, dampness, and noise.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____



Calcasieu Parish School Board
Job Description
Bus Aide

QUALIFICATIONS: Mature responsible adult who enjoys working with children.

REPORTS TO: Bus Driver

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. Is responsible for the care and safety of the students from the time they are picked up until discharge including loading, unloading, and transfer.
2. Assists the bus driver, when asked, in all matters concerning the safe operation of the bus.
3. Familiarizes his/herself with the individual needs of each student in his/her care.
4. Maintains proper communications with parents and teachers as is necessary to insure the proper care of each student.
5. Will be familiar with the bus route so that he/she can assist a substitute driver should the need arise.
6. Will escort the children to a neutral ground away from traffic and assure a responsible adult is present to accept the student when he/she is brought home.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

1. This position requires bending, crouching, pushing, pulling, and carrying up to 50 pounds.
2. There will be exposure to heat, cold, dampness, and noise.

PERFORMANCE DUTIES: As assigned by the supervisor

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____