

**TITLE:** BUILDINGS AND GROUNDS: CUSTODIAN  
**QUALIFICATIONS:** High school diploma or G.E.D.  
Ability to meet physical demands of position  
Demonstrated aptitude and interest in the work to be performed  
**REPORTS TO:** Custodial Supervisor/Principal  
**JOB GOAL:** To assist in keeping the district's buildings/grounds in clean and safe condition for the enhancement of the educational program

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Perform daily cleaning of the district's buildings to include sweeping, vacuuming, mopping, cleaning/disinfecting bathrooms and drinking fountains, emptying trash receptacles, keeping dispensers working and supplied, etc.
2. Have knowledge of practices, tools, equipment, materials and chemical cleaners relating to custodial maintenance. Interpret and follow manufacturers' directions.
3. Make minor repairs as directed.
4. Maintain inventory of equipment, supplies, parts and keys, and report needs to supervisor.
5. Follow all safety and cleanliness regulations.
6. Raise and lower school flag daily.
7. Opens and secures building as required.
8. Remove snow from sidewalks when required.
9. Maintain student, employee and district confidentiality.
10. Perform other duties that may be assigned by supervisor.

**TERMS OF EMPLOYMENT:**

This position shall be considered in all respects "employment at will." The employment period (work year) and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the Superintendent or his/her designee(s) and at all times shall be subject to the rules, regulations and policies of the District as established by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are in writing and made available to the employee at the building principal's office and the District Administration Office.

The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

Performance of this job will be evaluated periodically by the immediate supervisor in accordance with District policy.

Post Falls School District is an Equal Opportunity Employer and does not discriminate or deny any services on the basis of age, race, religion, color, national origin, sex and/or disability.

**TITLE:** BUILDINGS AND GROUNDS: CUSTODIAN SUPERVISOR  
**QUALIFICATIONS:** High school diploma or G.E.D.  
Ability to meet physical demands of position  
Demonstrated aptitude and interest in the work to be performed  
**REPORTS TO:** Buildings and Grounds Supervisor  
**SUPERVISES:** Custodians  
**JOB GOAL:** To keep the district's buildings/grounds in clean and safe condition for the enhancement of the educational program

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Supervise staff in the daily cleaning/minor repair of the district's buildings.
2. Maintain schedules of custodians for each building.
3. Maintain the security codes for building staff.
4. Have knowledge of practices, tools, equipment, materials and chemical cleaners relating to custodial maintenance.
5. Maintain inventory of equipment, supplies, parts and keys, and report needs to supervisor.
6. Maintain student, employee and district confidentiality.
7. Perform other duties that may be assigned by supervisor.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

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**TITLE:** BUILDINGS AND GROUNDS: MAINTENANCE WORKER  
**QUALIFICATIONS:** High school diploma or G.E.D.  
Ability to meet physical demands of position  
Demonstrated aptitude, competence and success for work to be performed  
**REPORTS TO:** Buildings and Grounds Supervisor  
**JOB GOAL:** To keep the district's buildings/grounds in good and safe condition for the enhancement of the educational program

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Perform daily maintenance of the district's buildings in the areas of electrical, plumbing, heating, carpentry and other maintenance duties as applicable.
2. Coordinate repairs and preventative maintenance needs and schedules with school principal.
3. Have knowledge of practices, tools, equipment and materials relating to building maintenance.
4. Maintain inventory of equipment, supplies, parts and keys, and report needs to supervisor.
5. Assess general safety of all school buildings.
6. Follow all safety and cleanliness regulations for shop operations.
7. Maintain student, employee and district confidentiality.
8. Perform other duties that may be assigned by supervisor.

**TERMS OF EMPLOYMENT:**

This position shall be considered in all respects "employment at will." The employment period (work year) and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

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**TITLE:** BUILDINGS AND GROUNDS: GROUNDS WORKER  
**QUALIFICATIONS:** High school diploma or G.E.D.  
Ability to meet physical demands of position  
Demonstrated aptitude, competence and success for work to be performed  
**REPORTS TO:** Buildings and Grounds Supervisor  
**JOB GOAL:** To keep the district's grounds in good and safe condition for the enhancement of the educational program

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Determine grounds maintenance schedule.
2. Perform daily maintenance of the district's grounds to include mowing, fertilizing, aerating, pruning and applying herbicides and pesticides as needed.
3. Have knowledge of practices, tools, equipment and materials relating to grounds maintenance.
4. Maintain inventory of equipment and supplies, and report needs to supervisor.
5. Provide for snow removal when necessary.
6. Assess general safety of all school grounds.
7. Follow all safety and cleanliness regulations for shop operations.
8. Maintain student, employee and district confidentiality.
9. Perform other duties that may be assigned by supervisor.

**TERMS OF EMPLOYMENT:**

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**TITLE:** HIGH SCHOOL BOOKKEEPER  
**QUALIFICATIONS:** High school diploma or G.E.D.  
Experience with office computer programs, procedures and equipment  
Knowledge of school records desirable.  
Demonstrated interest in and aptitude for work to be performed  
**REPORTS TO:** Principal/Assistant Principal  
**JOB GOAL:** To handle paperwork and monies relating to the fiscal processes of the school.

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Maintain school and ASB accounts.
2. Process purchase orders, invoices, vouchers, etc.
3. Keep accurate records of receipts, deposits and expenditures.
4. Prepare financial records for Board of Trustees and audit as required.
5. Utilize a variety of computer programs as required for the successful completion of duties including, but not limited to, word processing and spreadsheets.
6. Maintain student, employee and school confidentiality.
7. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

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**EVALUATION:**

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**TITLE:** HIGH SCHOOL ATTENDANCE SECRETARY  
**QUALIFICATIONS:** High school diploma or G.E.D.  
Experience with office computer programs, procedures and equipment  
Demonstrated interest in and aptitude for work to be performed  
**REPORTS TO:** Principal/Assistant Principal  
**JOB GOAL:** To maintain the student daily attendance records.

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Record daily attendance.
2. Notify parents of student absences.
3. Receive and files written excuses from parents. Write attendance slips for students.
4. Compile and prepare periodic district and state reports.
5. Utilize a variety of computer programs as required for the successful completion of duties including, but not limited to, word processing and spreadsheets.
6. Prepare documents and copies as needed.
7. Perform any bookkeeping task associated with the position.
8. Maintain student, employee and school confidentiality.
9. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

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**TITLE:** HIGH SCHOOL GUIDANCE SECRETARY / REGISTRAR  
**QUALIFICATIONS:** High school diploma or G.E.D.  
Experience with office computer programs, procedures and equipment  
Knowledge of school records desirable  
Demonstrated interest in and aptitude for work to be performed  
**REPORTS TO:** Counselors/Principal/Assistant Principal  
**JOB GOAL:** To handle any and all paperwork, including school records, for the guidance office.

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Maintain school records including cumulative records and transcripts.
2. Greet all visitors with courtesy and direct them to the proper person.
3. Answer the office telephone, respond with appropriate information and/or transfer calls to the appropriate personnel.
4. Utilize a variety of computer programs as required for the successful completion of duties including, but not limited to, word processing and spreadsheets.
5. Prepare documents and copies as needed.
6. Perform any bookkeeping task associated with the position.
7. Supervise student aides.
8. Maintain student, employee and school confidentiality.
9. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

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**TITLE:** HIGH SCHOOL SECRETARY  
**QUALIFICATIONS:** High school diploma or G.E.D.  
Experience with office computer programs, procedures and equipment  
Demonstrated interest in and aptitude for work to be performed  
**REPORTS TO:** Principal/Assistant Principal  
**JOB GOAL:** To assist high school administrators in the efficient operation of the school

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Greet all visitors with courtesy and direct them to the proper person.
2. Answer the office telephones, respond with appropriate information and/or transfer calls to the appropriate personnel.
3. Utilize a variety of computer programs as required for the successful completion of duties including, but not limited to, word processing and spreadsheets.
4. Prepare documents and copies as needed.
5. Perform any bookkeeping task associated with the position.
6. Maintain student, employee and school confidentiality.
7. Supervise student aides.
8. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

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**TITLE:** ELEMENTARY SCHOOL SECRETARY / BOOKKEEPER  
**QUALIFICATIONS:** High school diploma or G.E.D.  
Experience with office computer programs, procedures and equipment  
Demonstrated interest in and aptitude for work to be performed  
**REPORTS TO:** Principal  
**JOB GOAL:** To assist elementary school principal in the efficient operation of the school

**JOB RELATED FUNCTIONS:**

Directed activities may include but are not limited to the following:

1. Greet all visitors with courtesy and direct them to the proper person.
2. Answer the office telephones, respond with appropriate information and/or transfer calls to the appropriate personnel.
3. Maintain school and ASB accounts; process purchase orders, invoices, vouchers, etc.; keep accurate records of receipts, deposits and expenditures.
4. Prepare financial records for Board of Trustees and audit as required.
5. Maintain attendance records.
6. Utilize a variety of computer programs as required for the successful completion of duties including, but not limited to, word processing and spreadsheets.
7. Prepare documents and copies as needed.
8. Perform any bookkeeping task associated with the position.
9. Maintain student, employee and school confidentiality.
10. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

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TITLE: GAP BEFORE AND AFTER SCHOOL CARE PROVIDER  
QUALIFICATIONS: High school diploma or G.E.D.  
Experience working with children preferred  
Demonstrated interest in and aptitude for work to be performed  
REPORTS TO: GAP Coordinator/Site Supervisor  
JOB GOAL: To assist the site supervisor in providing opportunities for all children to be successful

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Supervise students as determined by supervisor.
2. Assist in maintaining a safe and caring environment.
3. Guide independent study, enrichment work and play as assigned by the GAP supervisor.
4. Assist with group activities under supervision.
5. Maintain student, employee and school confidentiality.
6. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

Performance of this job will be evaluated periodically by the immediate supervisor in accordance with District policy.

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**TITLE:** FOOD SERVICE SECRETARY / BOOKKEEPER  
**QUALIFICATIONS:** High school diploma or G.E.D.  
Experience with office computer programs, procedures and equipment  
Demonstrated interest in and aptitude for work to be performed  
**REPORTS TO:** Food Service Director  
**JOB GOAL:** To assist food service director in the efficient operation of the school nutrition program

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Answer the office telephones, respond with appropriate information and/or transfer calls to the appropriate personnel.
2. Assist with maintaining federal, state and district reports.
3. Utilize a variety of computer programs as required for the successful completion of duties including, but not limited to, word processing and spreadsheets.
4. Prepare documents and copies as needed.
5. Perform any bookkeeping task associated with the position.
6. Maintain student, employee and school confidentiality.
7. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

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**TITLE:** FOOD SERVICE KITCHEN SUPERVISOR  
**QUALIFICATIONS:** High school diploma or G.E.D.  
Ability to meet physical demands of position  
Demonstrated interest in and aptitude for work to be performed  
**REPORTS TO:** Food Service Director  
**JOB GOAL:** To supervise and coordinate employees in food preparation while ensuring efficient and safe operations in the school kitchen

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Follow and train staff to follow federal, state and local guidelines under supervision.
2. Participate in and/or train staff in planning standardized menus, preparing and apportioning foods, utilizing food surpluses or leftovers.
3. Supervise inventory, storage and distribution of foodstuffs and supplies.
4. Provide training in the use and cleaning of kitchen equipment.
5. Implement and follow all safety and sanitation regulations.
6. Participate in functions such as finance, computer operations and marketing. May attend building functions such a staff meetings, orientations, open houses and department meetings.
7. Evaluate staff and may evaluate various food service programs.
8. Maintain student and school confidentiality.
9. Perform other duties that may be assigned by supervisor.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

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TITLE: FOOD SERVICE KITCHEN ASSISTANT  
QUALIFICATIONS: High school diploma or G.E.D.  
Ability to meet physical demands of position  
Demonstrated aptitude and competence for work to be performed  
REPORTS TO: Food Service Kitchen Supervisor  
JOB GOAL: To serve attractive and nutritious meals in an efficient, clean and friendly manner

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Assist in the preparation of food in an efficient and pleasant manner utilizing cafeteria equipment and cooking/baking experience.
2. Assist in daily cleaning of kitchen and related service area including refrigerators, freezers and storerooms.
3. Participate in a variety of functions such as serving meals, planning grocery orders, related paperwork and /or cashier duties, attending meetings and other related duties.
4. Follow all safety and sanitation regulations.
5. Maintain student, employee and school confidentiality.
6. Perform other duties that may be assigned by supervisor.

**TERMS OF EMPLOYMENT:**

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TITLE: FOOD SERVICE KITCHEN WORKER  
QUALIFICATIONS: High school diploma or G.E.D.  
Ability to meet physical demands of position  
Demonstrated aptitude and competence for work to be performed  
REPORTS TO: Food Service Kitchen Supervisor  
JOB GOAL: To serve attractive and nutritious meals in an efficient, clean and friendly manner

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Assist in the preparation of food in an efficient and pleasant manner utilizing cafeteria equipment and cooking/baking experience.
2. Develop and follow standardized recipes. Interpret and follow manufacturers' directions.
3. Assist in daily cleaning of kitchen and related service area including refrigerators, freezers and storerooms.
4. Participate in a variety of functions such as serving meals, planning grocery orders, related paperwork and /or cashier duties, attending meetings and other related duties.
5. Follow all safety and sanitation regulations.
6. Maintain student and school confidentiality.
7. Perform other duties that may be assigned by supervisor.

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**TITLE:** INSTRUCTIONAL TECHNICIAN / LAB AIDE

**QUALIFICATIONS:** High school diploma or G.E.D.  
Experience working with students preferred  
Demonstrated interest in and aptitude for work to be performed

**REPORTS TO:** Site Supervisor/Teacher

**JOB GOAL:** To assist the site supervisor and/or teacher for the enhancement of the educational program

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Maintain and coordinate computer labs.
2. Supervise students as determined by supervisor.
3. Assist in maintaining a safe and caring environment.
4. Guide independent study, enrichment work and remedial work developed and assigned by the teacher.
5. Maintain student, employee and school confidentiality.
6. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

This position shall be considered in all respects “employment at will.” The employment period (work year) and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the Superintendent or his/her designee(s) and at all times shall be subject to the rules, regulations and policies of the District as established by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are in writing and made available to the employee at the building principal’s office and the District Administration Office.

The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

Performance of this job will be evaluated periodically by the immediate supervisor in accordance with District policy.

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**TITLE:** LIBRARY AIDE  
**QUALIFICATIONS:** High school diploma or G.E.D.  
Experience or knowledge of library/office procedures  
Demonstrated interest in and aptitude for work to be performed  
**REPORTS TO:** Direct Supervisor as assigned  
**JOB GOAL:** To assist head librarians in the efficient operation of the school library

**JOB RELATED FUNCTIONS:**

Directed activities may include but are not limited to the following:

1. Work with student under the direction of the librarian.
2. Check out and shelve books and instructional materials.
3. Prepare documents and copies as needed.
4. Maintain student, employee and school confidentiality.
5. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

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TITLE: PARAPROFESSIONAL / TEACHER AIDE  
QUALIFICATIONS: High school diploma or G.E.D.  
Experience working with students preferred  
Demonstrated interest in and aptitude for work to be performed  
REPORTS TO: Teacher  
JOB GOAL: To assist the site supervisor and/or teacher in providing opportunities for all children to be successful

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Supervise students as determined by supervisor.
2. Assist in maintaining a safe and caring environment.
3. Distribute and collect classroom materials.
4. Check and/or correct papers, notebooks and objective type tests.
5. Guide independent study, enrichment work and remedial work developed and assigned by the teacher.
6. Assist with group activities under the teacher's supervision.
7. Maintain student, employee and school confidentiality.
8. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

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**TITLE:** PREVENTION DEAN  
**QUALIFICATIONS:** High school diploma or G.E.D.  
Experience working with students preferred  
Demonstrated interest in and aptitude for work to be performed  
**REPORTS TO:** Principal/Assistant Principal  
**JOB GOAL:** To assist the administrators in the efficient operation of the school and the safety of all students

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Supervise students as determined by supervisor.
2. Assist in maintaining a safe and caring environment.
3. Maintain student, employee and school confidentiality.
4. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

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TITLE: SPECIAL EDUCATION PARAPROFESSIONAL

QUALIFICATIONS: High school diploma or G.E.D.  
Ability to meet physical demands of position  
Demonstrated interest in and aptitude for work to be performed

REPORTS TO: Teacher

JOB GOAL: To assist the site supervisor and/or teacher in providing opportunities for all children to be successful

#### JOB RELATED FUNCTIONS:

Directed activities shall include but are not limited to the following:

1. Supervise students as determined by supervisor.
2. Assist in maintaining a safe and caring environment.
3. Assist with child(ren) under the teacher's supervision.
4. Exercise responsible behaviors.
5. Maintain student, employee and school confidentiality.
6. Perform other duties that may be assigned by the supervisor.

#### TERMS OF EMPLOYMENT:

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

#### EVALUATION:

Performance of this job will be evaluated periodically by the immediate supervisor in accordance with District policy.

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**TITLE:** SPECIAL EDUCATION SECRETARY

**QUALIFICATIONS:** High school diploma or G.E.D.  
Experience with office computer programs, procedures and equipment

Demonstrated interest in and aptitude for work to be performed.

**REPORTS TO:** Director of Special Education

**JOB GOAL:** To assist Special Education Director, handle any and all paperwork, including school records, for the special education office.

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Maintain special education files.
2. Have knowledge of individual education plans and other special education process and functions.
3. Answer the office telephone, respond with appropriate information and/or transfer calls to the appropriate personnel.
4. Utilize a variety of computer programs as required for the successful completion of duties including, but not limited to, word processing and spreadsheets.
5. Prepare documents and copies as needed.
6. Perform any bookkeeping task associated with the position.
7. Maintain student, employee and district confidentiality.
8. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

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**TITLE:** TRANSPORTATION: SCHOOL BUS DRIVER

**QUALIFICATIONS:** High school diploma or G.E.D.  
Ability to meet physical demands of position  
Demonstrated aptitude, competence and success for work to be performed

Possess or have ability to obtain CDL

**REPORTS TO:** Transportation Supervisor

**JOB GOAL:** To provide safe and efficient transportation for students to fully participate in the district's educational and/or extracurricular programs

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Obey all traffic laws and district rules and regulations.
2. Observe all mandatory safety regulations for school buses and adhere to assigned schedules.
3. Check bus before each operation for mechanical defects.
4. Report to the transportation supervisor any mechanical failures or accidents, or when schedule cannot be met.
5. Transport authorized students only. Discharge students at authorized stops only.
6. Maintain discipline when students are on the bus. Report discipline problems to the transportation supervisor.
7. Exercise responsible leadership and behaviors.
8. Maintain student, employee and district confidentiality.
9. Perform other duties that may be assigned by supervisor.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:** Performance of this job will be evaluated periodically by the immediate supervisor in accordance with District policy.

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TITLE: TRANSPORTATION: SPECIAL SERVICES AIDE

QUALIFICATIONS: High school diploma or G.E.D.  
Ability to meet physical demands of position  
Demonstrated aptitude, competence and success for work to be performed

REPORTS TO: Transportation Supervisor/Special Services Bus Driver

JOB GOAL: To assist in providing safe and efficient transportation for students to fully participate in the district's educational and/or extracurricular programs

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Obey all district rules and regulations.
2. Observe all mandatory safety regulations for transporting special needs children.
3. Exercise responsible behaviors.
4. Maintain student, employee and district confidentiality.
5. Perform other duties that may be assigned by supervisor.

**TERMS OF EMPLOYMENT:**

This position shall be considered in all respects "employment at will." The employment period (work year) and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

Performance of this job will be evaluated periodically by the immediate supervisor in accordance with District policy.

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**TITLE:** TRANSPORTATION SECRETARY

**QUALIFICATIONS:** High school diploma or G.E.D.  
Experience with office computer programs, procedures and equipment

Demonstrated interest in and aptitude for work to be performed

**REPORTS TO:** Transportation Supervisor

**JOB GOAL:** To assist the Transportation Department in the efficient operation of the school district

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Answer the office telephones and respond with appropriate information in a courteous manner.
2. Utilize a variety of computer programs as required for the successful completion of duties including, but not limited to, word processing and spreadsheets.
3. Prepare documents and copies as needed.
4. Perform any bookkeeping task associated with the position.
5. Have knowledge of the use of two-way radios to communicate with bus drivers.
6. Assist in the scheduling of activity trips.
7. Maintain student, employee and district confidentiality.
8. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

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TITLE: TRANSPORTATION: MECHANIC

QUALIFICATIONS: High school diploma or G.E.D.  
Ability to meet physical demands of position  
Demonstrated aptitude, competence and success for work to be performed.

Meet all requirements of a school bus driver

REPORTS TO: Transportation Supervisor

JOB GOAL: To keep the district's cars, trucks and buses in a state of operating excellence that they present no problems or interruptions to the educational program

#### JOB RELATED FUNCTIONS:

Directed activities shall include but are not limited to the following:

1. Diagnose and repair the district's automotive equipment.
2. Stay current with knowledge in auto and bus mechanics.
3. Maintain inventory of equipment, supplies, parts and keys.
4. Follow all safety and cleanliness regulations for shop operations.
5. Drive bus as required by supervisor.
6. Maintain student, employee and district confidentiality.
7. Perform other duties that may be assigned by supervisor.

#### TERMS OF EMPLOYMENT:

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

#### EVALUATION:

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**TITLE:** DISTRICT OFFICE PAYROLL CLERK

**QUALIFICATIONS:** High school diploma or G.E.D.  
Experience with payroll procedures and processes  
Experience with office computer programs, procedures and equipment  
Demonstrated interest in and aptitude for work to be performed.

**REPORTS TO:** Direct Supervisor as assigned

**JOB GOAL:** To ensure timely completion of monthly payroll duties, issuing of checks and the proper reports in compliance with district, state and federal rules, regulations and laws.

**SUPERVISES:** Assistant Payroll Clerk

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Enter employee data for the salary/payroll process.
2. Process timesheets and other payroll forms.
3. Utilize a variety of computer programs/equipment as required for the successful completion of the payroll process.
4. Print and distribute payroll checks.
5. Assist with maintaining appropriate accounting procedures and records.
6. Prepare documents and copies as needed.
7. Maintain employee and district confidentiality.
8. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

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**TITLE:** DISTRICT OFFICE ASSISTANT PAYROLL CLERK

**QUALIFICATIONS:** High school diploma or G.E.D.  
Understanding of payroll/benefits procedures and processes  
Experience with office computer programs, procedures and  
equipment

Demonstrated interest in and aptitude for work to be performed.

**REPORTS TO:** Direct Supervisor as assigned

**JOB GOAL:** To assist with the timely completion of monthly payroll duties and the proper reports in compliance with district, state and federal rules, regulations and laws.

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Meet with new employees to establish individual benefit packages.
2. Enter employee data for the salary/payroll process.
3. Utilize a variety of computer programs/equipment as required for the successful completion of the payroll process.
4. Assist with maintaining appropriate accounting procedures and records.
5. Prepare documents and copies as needed.
6. Maintain employee and district confidentiality.
7. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

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**TITLE:** DISTRICT OFFICE MEDICAID BILLING CLERK

**QUALIFICATIONS:** High school diploma or G.E.D.

Experience with office computer programs, procedures and equipment

Demonstrated interest in and aptitude for work to be performed.

**REPORTS TO:** Director Supervisor as assigned

**JOB GOAL:** To assist Accounting and Special Education Departments in billing for Medicaid reimbursements.

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Input data for billing Medicaid for special education student services.
2. Utilize a variety of computer programs as required for the successful completion of duties including, but not limited to, word processing and spreadsheets.
3. Prepare documents and copies as needed.
4. Perform any bookkeeping task associated with the position.
5. Maintain student, employee and district confidentiality.
6. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

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**TITLE:** DISTRICT OFFICE SECRETARY

**QUALIFICATIONS:** High school diploma or G.E.D.

Experience with office computer programs, procedures and equipment

Demonstrated interest in and aptitude for work to be performed.

**REPORTS TO:** Direct Supervisor as assigned

**JOB GOAL:** To assist district level administrators in the efficient operation of the school district

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Greet all visitors with courtesy and direct them to the proper person.
2. Answer the office telephones, respond with appropriate information and/or transfer calls to the appropriate personnel.
3. Utilize a variety of computer programs as required for the successful completion of duties including, but not limited to, word processing and spreadsheets.
4. Prepare documents and copies as needed.
5. Perform any bookkeeping task associated with the position.
6. Maintain student, employee and district confidentiality.
7. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

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**TITLE:** DISTRICT OFFICE ACCOUNTS PAYABLE CLERK  
**QUALIFICATIONS:** High school diploma or G.E.D.  
Experience with accounts payable/receivable procedures and processes  
Experience with office computer programs, procedures and equipment  
Demonstrated interest in and aptitude for work to be performed.  
**REPORTS TO:** Direct Supervisor as assigned  
**JOB GOAL:** To assist district level administrators in the efficient operation of the school district

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Process purchase orders, invoices and vouchers.
2. Utilize a variety of computer programs/equipment as required for the successful completion of the accounts payable process.
3. Print and distribute accounts payable checks.
4. Assist with maintaining appropriate accounting procedures and records.
5. Prepare documents and copies as needed.
6. Maintain employee and district confidentiality.
7. Perform other duties that may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

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**TITLE:** DISTRICT OFFICE SUBSTITUTE COORDINATOR

**QUALIFICATIONS:** High school diploma or G.E.D.  
Demonstrated interest in and aptitude for work to be performed  
Organizational and public relations skills

**REPORTS TO:** Assistant Superintendent

**JOB GOAL:** To assist district and school administration by filling temporary teaching staff vacancies

**JOB RELATED FUNCTIONS:**

Directed activities shall include but are not limited to the following:

1. Handle substitute applications.
2. Work with principal supervisor to maintain list of trained substitutes.
3. Call substitutes and maintain daily record of teacher substitution.
4. Communicate substitute information with schools.
5. Verify substitute timesheets.
6. Maintain employee and district confidentiality.

**TERMS OF EMPLOYMENT:**

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The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**EVALUATION:**

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