

SUPPORT STAFF POSITIONS  
Job Description: Transportation Director

TITLE: Transportation Director

QUALIFICATIONS:

1. High school graduate or equivalent
2. Ability to earn Commercial Driver's License
3. Skill in the area to be assigned
4. Skill in working with people
5. Such other qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent

DUTIES:

1. Perform all duties and responsibilities involved with the overall management and safe operation of the school district transportation system. These duties include, but are not limited to:
  - a. Performing necessary maintenance and repair of school vehicles
  - b. Preserving tools, equipment and other property
  - c. Scheduling vehicles for student and employee transportation
  - d. Coordinating vehicle bid and purchase procedures
  - e. Supervising and training transportation employees
  - f. Recommending drivers for employment
  - g. Ensuring the cleanliness of all school vehicles
2. Maintain a primary focus on student and employee safety.
3. Ensure timely and safe operation of all school bus routes.
4. Ensure that all district drivers abide by all federal, state and local laws, rules and regulations.
5. Assist in developing a budget adequate to operational needs and monitor revenues and expenditures.
6. Display initiative in evaluating and increasing the effectiveness of the transportation department.
7. Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
8. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
9. Perform all other duties as may be assigned by the superintendent of schools.
10. The employee is held accountable for all duties of the job.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert 5 to 75 pounds of force frequently to lift, carry, push, pull or otherwise move objects. Must have an adequate range of motion in the upper extremities.
- This type of work involves walking or standing for periods of time.
- Perceiving the nature of sound, near and far, vision, depth perception, providing oral information, the manual dexterity to operate vehicles, equipment and tools, and handle work with various materials and objects are important aspects of this job.

- Exposure to hot, cold, wet, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

**EMPLOYMENT TERMS:** Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

**EVALUATION:** Performance of this job is to be evaluated by the superintendent of schools in accordance with policies of the Board of Education.

Sargent School District RE-33J, Monte Vista, Colorado

SUPPORT STAFF POSITIONS  
Job Description: Bus Mechanic

TITLE: Bus Mechanic

QUALIFICATIONS: 1. High school graduate or equivalent  
2. Ability to earn Commercial Driver's License  
3. Skill in the area to be assigned  
4. Such other qualifications as the Board may find appropriate and acceptable

Reports to: Transportation Director

Duties:

1. Performs all duties as assigned by the transportation director in maintaining the district transportation fleet and facility. These duties include, but are not limited to:
  - a. Performing necessary maintenance and repair
  - b. Cleaning buses, other vehicles and facility
  - c. Preserving tools, equipment and other school property
  - d. Fueling buses and other vehicles
2. Act as substitute driver when needed.
3. Maintain a primary focus on student and employee safety.
4. Abide by work schedule as assigned by transportation director.
5. Display initiative in evaluating and increasing the effectiveness of the transportation department.
6. Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
7. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
8. Perform all other duties as may be assigned by district officials.
9. The employee is held accountable for all duties of the job.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert 5 to 75 pounds of force frequently to lift, carry, push, pull or otherwise move objects. Must have an adequate range of motion in the upper extremities.
- This type of work involves walking or standing for periods of time.
- Perceiving the nature of sound, near and far, vision, depth perception, providing oral information, the manual dexterity to operate vehicles, equipment and tools, and handle work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

EVALUATION: Performance of this job is to be evaluated by the transportation director in accordance with policies of the Board of Education.

SUPPORT STAFF POSITIONS  
Job Description: Bus Driver

TITLE: Bus Driver

QUALIFICATIONS:

1. High school graduate or equivalent
2. Ability to earn Commercial Driver's License and First Aid Card
3. Driving skill and record of safety
4. Such other qualifications as the Board may find appropriate and acceptable

Reports to: Transportation Director

Duties:

1. Perform all bus driving duties which include:
  - a. Maintain required certifications.
  - b. Maintain a primary focus on student safety.
  - c. Pick up and deliver students as assigned.
  - d. Drive in a safe and competent manner, never exceeding the posted speed limit, obeying all traffic laws and not driving under any influence of alcohol or drugs.
  - e. Perform proper pre-trip inspections, maintain interior cleanliness of vehicle and report all vehicle malfunctions or needs on a maintenance request form.
  - f. In case of emergency, remain with bus (if loaded).
  - g. Maintain daily mileage forms and accurate route maps.
  - h. Submit rosters of students as required and report changes as they occur.
  - i. Conduct at least two emergency drills per year.
  - j. Have all students pass at least ten feet in front of the bus when loading or unloading.
  - k. Report all accidents or unusual situations involving district vehicles or routes.
  - l. Maintain appropriate discipline on buses and work with parents, principals and the transportation director in reporting and handling any discipline problems.
2. Act as an activity driver when appropriate.
3. Display initiative in evaluating and increasing the effectiveness of the transportation department.
4. Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
5. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
6. Perform all other duties as may be assigned.
7. The employee is held accountable for all duties of the job.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert 5 to 25 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Must have an adequate range of motion in the upper extremities.
- This type of work involves sitting for periods of time.
- Perceiving the nature of sound, near and far, vision, depth perception, providing oral information, the manual dexterity to operate a school bus, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT Terms: Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

EVALUATION: Performance of this job is to be evaluated by the transportation director in accordance with policies of the Board of Education.

SUPPORT STAFF POSITIONS  
Job Description: Food Service Director

TITLE: Food Service Director

QUALIFICATIONS: 1. High school graduate or equivalent  
2. Knowledge of nutrition, menu selection and cooking/baking  
3. Skill in working with people  
4. Such other qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent

DUTIES:

1. Perform all duties and responsibilities involved with the overall management and safe operation of the school district food service system. These duties include, but are not limited to:
  - a. Developing menus that are nutritional, cost-effective and pleasing to students.
  - b. Ordering necessary food and supplies.
  - c. Maintaining appropriate daily and monthly records.
  - d. Managing and evaluating all food service employees.
  - e. Supervising all food preparation activities.
  - f. Assigning substitutes as needed.
  - g. Emphasizing cost control measures.
2. Maintain a primary focus on student and employee safety.
3. Ensure that daily meal schedules are met.
4. Assist in developing a budget adequate to operational needs and monitor revenues and expenditures.
5. Ensure that all food service operations and employees abide by all federal, state and local laws, rules and regulations.
6. Display initiative in evaluating and increasing the effectiveness of the food service department through staff development and cross-training opportunities.
7. Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
8. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
9. Perform all other duties as may be assigned by the superintendent of schools.
10. The employee is held accountable for all duties of the job.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 5 to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- This type of work involves walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate food service relate equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

EVALUATION: Performance of this job is to be evaluated by the superintendent of schools in accordance with policies of the Board of Education.

SUPPORT STAFF POSITIONS  
Job Description: Food Service Worker

TITLE: Food Service Worker

QUALIFICATIONS: 1. High school graduate or equivalent  
2. Knowledge of nutrition, menu selection and cooking/baking  
3. Skill in working with people  
4. Such other qualifications as the Board may find appropriate and acceptable

REPORTS TO: Food Service Director

DUTIES:

1. Perform all duties and responsibilities involved with providing timely and nutritious meals to students and staff. These duties include, but are not limited to:
  - a. Assisting in the preparation and serving of meals
  - b. Cleaning utensils, equipment and facility areas
  - c. Assisting with maintenance of accurate records
  - d. Cross-training/helping as a substitute in other areas when needed
2. Maintain a primary focus on student and employee safety.
3. Assist in meeting daily meal schedules.
4. Follow all federal, state and local laws, rules and regulations.
5. Display initiative in evaluating and increasing the effectiveness of the food service department.
6. Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
7. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
8. Perform all other duties as may be assigned.
9. The employee is held accountable for all duties of the job.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 5 to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- This type of work involves walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate food service relate equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

EVALUATION: Performance of this job is to be evaluated by the Food Service Director in accordance with policies of the Board of Education.

Sargent School District RE-33J, Monte Vista, Colorado

SUPPORT STAFF POSITIONS  
JOB DESCRIPTION: Facilities Director

TITLE : Facilities Director

QUALIFICATIONS :

1. Strong management and people skills
2. Working knowledge of electrical, plumbing, HVAC, construction and pesticide applicator certification
3. Ability to use and have working knowledge of computers
4. Highly motivated and results oriented
5. Ability to take directions and work with others
6. Ability to handle assigned duties
7. Must adhere to district policies
8. Such other qualifications as are deemed appropriate and acceptable
9. Willingness to be trained in all systems operations of the district buildings

REPORTS TO : Superintendent

DUTIES :

Perform all duties and responsibilities involved with the overall management and safe operation of the school district maintenance and custodial departments. These duties include, but are not limited to:

- a. Managing necessary maintenance and repair of school buildings and school premises
  - b. Maintaining high standards for safety with school buildings and equipment
  - c. Coordinating building and equipment bids and purchase procedures
  - d. Ensuring the cleanliness of school grounds, buildings and equipment
  - e. Ensuring compliance with all applicable state and federal regulations; i.e., asbestos, radon, health, water quality, lead, etc.
1. Ensure maintenance and custodial operations are carried out in a timely manner.
  2. Provide continuous safety training for maintenance and custodial personnel.
  3. Conduct weekly inspections of all school buildings to maintain high standards of cleanliness, maintenance and safety.
  4. Assist in developing a budget adequate to operational needs and monitor revenues and expenditures.
  5. Display initiative in evaluating and increasing the effectiveness of the maintenance/custodial department.
  6. Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
  7. Monitor and maintain waste water treatment, fire suppression systems, alarm systems, and security systems.
  8. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
  9. Perform all other duties as may be assigned. This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this position.
  10. The employee is held accountable for all duties of the job.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 5 to 100 pounds of force frequently to lift, carry, push, pull or otherwise move objects. Must have an adequate range of motion in the upper extremities.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS : Salary and work year to be established by the superintendent of schools in accordance with Board policies. May be asked to work on evenings and weekends. Will be on call for alarm investigation and emergency maintenance. This position is that of an "at will" employee.

EVALUATION : Performance of the assigned duties will be evaluated by the superintendent of schools in accordance with Board policies.

SUPPORT STAFF POSITIONS  
JOB DESCRIPTION: Custodial Services Director

TITLE : Custodial Services Director

QUALIFICATIONS :

1. High School graduate or equivalent.
2. Ability to perform general maintenance and custodial duties in buildings
3. Such other qualifications as the Board may find appropriate and acceptable

REPORTS TO: Facilities Director

DUTIES :

1. Supervise and schedule Custodial/Maintenance Workers
2. Order supplies and assist Facilities Director as needed
3. Clean assigned areas.
4. Perform routine maintenance on buildings and equipment.
5. Follow safety instruction on all cleaning chemicals and equipment.
6. Report any safety hazards to appropriate personnel immediately.
7. Follow all District Safety Rules.
8. Maintain a supply of needed cleaning supplies on location.
9. Report maintenance concerns to the supervisor.
10. Inform appropriate personnel of security violations in buildings or on grounds.
11. Display initiative in evaluating and increasing the effectiveness of the maintenance/custodial department.
12. Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
13. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
14. Perform additional duties as may be assigned by appropriate supervisors.
15. The employee is held accountable for all duties of the job.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 5 to 100 pounds of force frequently to lift, carry, push, pull or otherwise move objects. Must have an adequate range of motion in the upper extremities.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.

- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with the policies of the Board of Education.

EVALUATION: Performance of the assigned duties will be evaluated by the Maintenance/Custodial Services Director in accordance with the policies of the Board of Education.

SUPPORT STAFF POSITIONS  
JOB DESCRIPTION: Custodial/Maintenance Worker

TITLE : Custodial/Maintenance Worker

QUALIFICATIONS :

1. High School graduate or equivalent.
2. Ability to perform general maintenance and custodial duties in buildings
3. Such other qualifications as the Board may find appropriate and acceptable

REPORTS TO: Custodial Services Director/Facilities Director

DUTIES :

1. Clean assigned areas.
2. Perform routine maintenance on buildings and equipment.
3. Follow safety instruction on all cleaning chemicals and equipment.
4. Report any safety hazards to appropriate personnel immediately.
5. Follow all District Safety Rules.
6. Maintain a supply of needed cleaning supplies on location.
7. Report maintenance concerns to the supervisor.
8. Inform appropriate personnel of security violations in buildings or on grounds.
9. Display initiative in evaluating and increasing the effectiveness of the maintenance/custodial department.
10. Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
11. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements
12. Perform additional duties as may be assigned by appropriate supervisors.
13. The employee is held accountable for all duties of the job.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 5 to 100 pounds of force frequently to lift, carry, push, pull or otherwise move objects. Must have an adequate range of motion in the upper extremities.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with the policies of the Board of Education.

EVALUATION: Performance of the assigned duties will be evaluated by the Maintenance/Custodial Services Director in accordance with the policies of the Board of Education.

SUPPORT STAFF POSITIONS  
Job Description: School Administrative Assistant

TITLE: School Administrative Assistant

QUALIFICATIONS:

1. High school graduate or equivalent
2. Ability to pass a grammar and writing examination
3. Computer literate
4. Ability to relate well to students and parents
5. Such other qualifications as the board may find appropriate and acceptable

REPORTS TO: School Principal

PERFORMANCE RESPONSIBILITIES:

The secretary is often the first contact the public has with the school. The secretary is expected to act in such a manner as to make the first impression a positive one. Communications, records, and office management are expected to conform to the highest standards of professionalism.

DUTIES:

1. Perform all duties as assigned by the principal in maintaining the school office. These duties include, but are not limited to:
  - a. Answer all incoming calls and distribute mail
  - b. Keep daily attendance on all students and ensure accurate system-management accounting.
  - c. Perform all enrollment, transfer and disenrollment procedures
  - d. Maintain student records
  - e. Call substitutes if directed by principal
  - f. Maintain inventory, order supplies, and keep budget totals
  - g. Substitute for nurse when appropriate
  - h. Complete correspondence and reports as directed by the principal
  - i. Perform secretarial duties for teachers when appropriate
2. Maintain a primary focus on students and staff.
3. Abide by work schedule as assigned by the principal.
4. Display initiative in evaluating and increasing the effectiveness of the school.
5. Be courteous in all dealings with parents, students and employees. Represent the school and district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
6. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
6. Perform all other duties as may be assigned by the principal.
7. The employee is held accountable for all duties of the job.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert 5 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves both sitting a portion of the time as well as walking and standing for a portion of the time.

- Perceiving the nature of sound, near and far vision, depth perception providing oral information, the manual dexterity to operate electronic equipment, and handle and work with various materials and objects are important aspects to this job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

EVALUATION: Performance of this job is to be evaluated by the principal in accordance with policies of the Board of Education.

## SUPPORT STAFF POSITIONS

Job Description: District Executive Administrative Assistant

TITLE: District Executive Administrative Assistant

QUALIFICATIONS:

1. High school graduate or equivalent
2. Ability to pass a grammar and writing examination
3. Computer literate
4. Ability to relate well to students and parents
5. Such other qualifications as the board may find appropriate and acceptable

REPORTS TO: Superintendent

### PERFORMANCE RESPONSIBILITIES:

The district secretary is often the first contact the public has with the district. The secretary is expected to act in such a manner as to make the first impression a positive one. Communications, records, and office management are expected to conform to the highest standards of professionalism.

### DUTIES:

1. Perform all duties as assigned by the superintendent in maintaining the district office. These duties include, but are not limited to:
  - a. Answer incoming calls and assist with mail distribution
  - b. Supervise maintenance of and maintain the district web site
  - c. Serve as special secretary to the Board [minutes, agendas, board packets, policy]
2. Perform duties as a district personnel coordinator; i.e. advertising, application process, background checks, contracts, personnel files, state HR report, maintain substitute lists, Personnel Handbook
3. Perform duties as the district student count coordinator; i.e., act as liaison with CDE, train and coordinate with school secretaries, complete state student October reporting process.
4. Perform duties as the district election coordinator; i.e., act as liaison with county clerk, facilitate petitions and forms with candidates, etc.
5. Serve as Local Access Manager for Identity Management System and complete various student and staff data collections through Data Pipeline
6. Abide by work schedule as assigned by the superintendent.
7. Display initiative in evaluating and increasing the effectiveness of the district office.
8. Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
9. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
10. Perform all other duties as may be assigned by the superintendent.

### PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert 5 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves both sitting a portion of the time as well as walking and standing for a portion of the time.

- Perceiving the nature of sound, near and far vision, depth perception providing oral information, the manual dexterity to operate electronic equipment, and handle and work with various materials and objects are important aspects to this job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

EVALUATION: Performance of this job is to be evaluated by the superintendent in accordance with policies of the Board of Education.

## SUPPORT STAFF POSITION

TITLE: Job Description: District Administrative Assistant  
District Administrative Assistant

QUALIFICATIONS: 1. High School graduate or equivalent  
2. Knowledge of computer applications  
3. Math skills  
4. Skill in working with people; ability to relate well with students/parents  
5. Such other qualifications as the board may find appropriate and acceptable

REPORTS TO: Superintendent and Food Service Director

### PERFORMANCE RESPONSIBILITIES:

The District Administrative Assistant is often the first contact the public has with the district. The administrative assistant is expected to act in such a manner as to make the first impression a positive one. Communications, records, and office management are expected to conform to the highest standards of professionalism.

### DUTIES:

1. Perform duties and responsibilities involved with clerical functions of the school district food service system to include, but are not limited to:
  - a. Processing free and reduced meal applications, including verification process
  - b. Operation of student information system (Infinite Campus)
  - c. Completing monthly reimbursement reports, including Direct Certification
  - d. Perform other duties as assigned by Food Service Director
2. Perform all duties as assigned by the superintendent to include, but are not limited to:
  - a. Answer incoming calls and distribute and process mail
  - b. Accounts Payable, including purchase order production
  - c. Activity Fund deposits and posting
  - d. Management of AESOP System
  - e. Preparation of proposals and grant applications and performance of researching, identifying and responding to grant opportunities.
  - f. Serve as Computer Information Concepts (CIC) user group representative for district
  - g. Perform other duties as assigned by Superintendent
3. Provide assistance to central office staff as needed
4. Abide by work schedule as assigned by the superintendent
5. Display initiative in evaluating and increasing the effectiveness of the district office
6. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
7. Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
8. Perform all other duties as may be assigned by the superintendent.

### PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert 5 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves both sitting a portion of the time as well as walking and standing for a portion of the time.

- Perceiving the nature of sound, near and far vision, depth perception providing oral information, the manual dexterity to operate electronic equipment, and handle and work with various materials and objects are important aspects to this job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

EVALUATION: Performance on this job is to be evaluated by the superintendent and food service director in accordance with policies of the Board of Education

SUPPORT STAFF POSITIONS  
Job Description: District Business Manager

TITLE: District Bookkeeper

QUALIFICATIONS: 1. Postsecondary Accounting Certification and/or Experience  
2. Technologically proficient  
3. Creativity and initiative in addressing challenge  
4. Such other qualifications as the Board may deem appropriate and acceptable

REPORTS TO: Superintendent

DUTIES:

1. Perform all duties and responsibilities associated with accurately maintaining the district financial accounting system. These duties include, but are not limited to:
  - a. Budget development and implementation
  - b. Audit preparation
  - c. Payroll processing
  - d. Fringe benefit accounting and coordination
  - e. Accounts payable processing; including purchase orders, invoices, travel claims, etc.
  - f. Bank account reconciliation
  - g. Investment management
  - h. Placement of district funds with depositories
  - i. Monthly financial reports
2. Maximize internal control procedures.
3. Reduce employee lost time and insurance premiums by directing an aggressive risk management program. This includes managing property/casualty, worker's compensation and unemployment claims and acting as district liaison with insurance carriers.
4. Manage grant fund accounting.
5. Prepare necessary state and federal reports.
1. Abide by work schedule as assigned by the superintendent.
2. Display initiative in evaluating and increasing the effectiveness of district accounting systems.
3. Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
4. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
5. Perform all other duties as may be assigned by the superintendent.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert 5 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves both sitting a portion of the time as well as walking and standing for a portion of the time.

- Perceiving the nature of sound, near and far vision, depth perception providing oral information, the manual dexterity to operate electronic equipment, and handle and work with various materials and objects are important aspects to this job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

EVALUATION: Performance of this job is to be evaluated by the superintendent in accordance with policies of the Board of Education.

SUPPORT STAFF POSITIONS  
Job Description: Secondary Library/Administrative Assistant

TITLE: Secondary Library/Administrative Assistant

QUALIFICATIONS: 1. High school graduate or equivalent  
2. Ability to pass a grammar and writing examination  
3. Computer literate  
4. Ability to relate well to students and parents  
5. Such other qualifications as the board may find appropriate and acceptable

REPORTS TO: Secondary Principal

PERFORMANCE RESPONSIBILITIES:

1. Perform all duties associated with the overall supervision and operation of the school library. These duties include, but are not limited to:
  - a. Implementing school library media policies and procedures
  - b. Assisting in budget development and monitors expenditures
  - c. Providing instruction in the use of library media services and resources
  - d. Establishing and maintains efficient library processing procedures
  - e. Keeping the collection in good condition and readily accessible
  - f. Assist students with on-line research
  - g. Monitor on-line study students
  - h. Maintain computer inventory through Follett system
  - i. Check computers and charger out to students as needed
2. Perform all duties as assigned by the secondary principal to include, but are not limited to:
  - a. Infinite Campus support such as data entry for transcripts, new student enrollment, athletic forms, concurrent enrollment, weekly eligibility, weekly grades, record request, parent and student access and attendance.
  - b. Monitor college class
  - c. Field trip supervision
  - d. Lunch duty
  - e. Perform other duties as assigned by secondary principal
3. Perform all duties as assigned by the Athletic Director to include, but are not limited to:
  - a. Keep an ongoing record of athletic budget
  - b. Facilitate athletic purchase orders
  - c. Data entry for Arbiter Sports, Arbiter Pay, and Arbiter Athlete
  - d. Assist with CHSSA student reporting
  - e. Perform other duties as assigned by Athletic Director
4. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.

**PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert 5 to 40 pounds of force to lift, carry, push, pull or otherwise move objects.
- This type of work involves both sitting a portion of the time as well as walking and standing for a portion of the time.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate electronic equipment, and handle and work with various materials and objects are important aspects to do this job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

**EMPLOYMENT TERMS:** Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

**EVALUATION:** Performance of this job is to be evaluated by the principal in accordance with policies of the Board of Education.

SUPPORT STAFF POSITIONS  
Job Description: Educational Paraprofessional

TITLE: Educational Paraprofessional

QUALIFICATIONS:

1. Meet federal highly qualified paraprofessional requirements
  - a. AA degree or equivalent of 2-year college
  - b. Pass proficiency exam and high school graduate or equivalent.
2. Skills in area(s) assigned
3. Skills in working with children and adults
4. Computer literate
5. Such other qualifications as the board may find appropriate and acceptable

REPORTS TO: Supervising Teacher and Building Principal

PERFORMANCE RESPONSIBILITIES:

1. Tutoring students as directed
2. Assisting teachers with routine duties
3. Ensuring the safety and discipline of students
4. Monitoring students during recess, after school and other times as needed.
5. Follow all federal, state and local laws, rules and regulations.
6. Display initiative in evaluating and increasing the effectiveness of the appropriate teaching activity including attending teacher inservice trainings.
7. Be courteous in all dealings with parents, students and employees.
8. It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations include: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines, and respectfulness toward others. The employee shall represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
9. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
10. Perform all other duties as may be assigned.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert 5 to 40 pounds of force to lift, carry, push, pull or otherwise move objects.

- This type of work involves both sitting a portion of the time as well as walking and standing for a portion of the time.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate electronic equipment, and handle and work with various materials and objects are important aspects to this job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

**EMPLOYMENT TERMS:** Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

**EVALUATION:** Performance of this job is to be evaluated by the principal in accordance with policies of the Board of Education.

SUPPORT STAFF POSITIONS  
Job Description: District Nurse

TITLE: District Nurse

QUALIFICATIONS

1. Colorado Nursing Certification
2. Ability to relate well to students and parents
3. Such other qualifications as the board may find appropriate and acceptable

REPORTS TO: Building Principals and Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Perform all duties associated with the overall supervision and operation of nursing services. These duties include, but are not limited to:
  - a. Respond to student health/first aid needs and/or refer students for appropriate care
  - b. Develop nursing care plans
  - c. Complete summary reports
  - d. Initiate and maintain student health records
  - e. Teach basic principles of health promotion and disease to individuals and classes
  - f. Train and supervise school personnel assisting in health services
  - g. Advise school administrators/staff on school health issues
  - h. Implement school regulations and policies
  - i. Collaborate with other health professionals and agencies
2. Abide by work schedule as assigned by the superintendent.
3. Display initiative in evaluating and increasing the effectiveness of the computer lab.
4. Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
5. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
6. Perform all other duties as may be assigned by the principals and superintendent.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert 5 to 40 pounds of force to lift, carry, push, pull or otherwise move objects.
- This type of work involves both sitting a portion of the time as well as walking and standing for a portion of the time.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate electronic equipment, and handle and work with various materials and objects are important aspects to this job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools

EVALUATION: in accordance with policies of the Board of Education.  
Performance of this job is to be evaluated by the principals in  
accordance with policies of the Board of Education.

**Support Staff Positions**

Job Description: Infinite Campus &amp; CDE Data Collection District Support

**TITLE:** Infinite Campus & CDE Data Collection District Support**QUALIFICATION:**

1. High school graduate or equivalent
2. Technologically proficient
3. Such other qualifications as the board may find appropriate and acceptable

**REPORTS TO:** Superintendent**PERFORMANCE RESPONSIBILITIES**

This position is responsible for managing data collections and overseeing reporting requirements associated with the Colorado Department of Education (CDE).

**DUTIES:**

1. Perform all duties as the district student count coordinator, i.e., act as liaison with CDE, train and coordinate with school secretaries, complete state student October reporting process.
2. Serve as Local Access Manager for Identity Management System. Manage user roles for all staff in the system: add new staff, inactivate former staff, verify corrected roles are assigned, Randa settings for new teachers, and Use RITS and EDIS system to obtain/assign state student and staff ID numbers.
3. Serve as Infinite Campus data administrator, updating new users, staff information, and tool rights.
4. Manage CDE data collections including Snapshots, Interchanges, Year Round Collections and Periodic Collections.
5. Collect data annually, manage and analyze collected data, and use data for meeting federal and state reporting requirements for CDE
6. Stay abreast of and comply with all CDE data security policies, procedures, and protocols.
7. Provide support and guidance with the state reporting requirements and submittals made to CDE.
8. Coordinate gathering (pulling and preparing), analyzing and validating required data for review by the Superintendent prior to submission to the state or federal programs.
9. Collaborate with building administrative assistants and building and district leadership in the collection, management and analysis of data.
10. Display initiative in evaluating and increasing the effectiveness of the district office.
11. Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
12. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.

**PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert 5 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves both sitting a portion of the time as well as walking and standing for a portion of the time.
- Perceiving the nature of sound, near and far vision, depth perception providing oral information, the manual dexterity to operate electronic equipment, and handle and work with various materials and objects are important aspects to this job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

**EMPLOYMENT TERMS:**

Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

**EVALUATION:**

Performance of this job is to be evaluated by the superintendent in accordance with policies of the Board of Education.

**READ AND REVIEWED BY EMPLOYEE ON:** \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**